

		Universitas Negeri Surabaya Faculty of Economics and Business Bachelor of Management Study Program					Document Code																																	
SEMESTER LEARNING PLAN																																								
Courses		CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																
HRM Computer Practice		6120102137		T=2	P=0	ECTS=3.18	6	July 18, 2024																																
AUTHORIZATION		SP Developer		Course Cluster Coordinator			Study Program Coordinator																																	
				Yuyun Isbanah, S.E., M.SM.																																	
Learning model	Project Based Learning																																							
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																							
	Program Objectives (PO)																																							
	PLO-PO Matrix																																							
	<table border="1" style="margin: auto;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">P.O</td> <td colspan="6"></td> </tr> </table>									P.O																														
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Short Course Description	PO Matrix at the end of each learning stage (Sub-PO)																																							
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 10%; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 5%; text-align: center;">2</td> <td style="width: 5%; text-align: center;">3</td> <td style="width: 5%; text-align: center;">4</td> <td style="width: 5%; text-align: center;">5</td> <td style="width: 5%; text-align: center;">6</td> <td style="width: 5%; text-align: center;">7</td> <td style="width: 5%; text-align: center;">8</td> <td style="width: 5%; text-align: center;">9</td> <td style="width: 5%; text-align: center;">10</td> <td style="width: 5%; text-align: center;">11</td> <td style="width: 5%; text-align: center;">12</td> <td style="width: 5%; text-align: center;">13</td> <td style="width: 5%; text-align: center;">14</td> <td style="width: 5%; text-align: center;">15</td> <td style="width: 5%; 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
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References	Main : <ol style="list-style-type: none"> 1. Adi, Kusrianto ,2002, Menampilkan dan mengolah Data Excel dengan Formula dan Fungsi. Jakarta, PT Elex Media Komputindo 2. Ary Maulana, 2003 Cepat dan Tepat Word 2003. Jakarta, PT Elex Media Komputindo 3. Yahya Kurniawan, 2007, Belajar sendiri Microsoft Office Acces 2007. Jakarta, PT Elex Media Komputindo Supporters: 																																							
Supporting lecturer	Dr. Andre Dwijanto Witjaksono, S.T., M.Si. Agus Frianto, S.T., S.E., M.M. Hafid Kholidi Hadi, S.E., M.SM.																																							
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)																																	

1	Able to analyze descriptive statistics problems using SPSS	Discuss the results of SPSS Descriptive Statistics Output		Reading SPSS 3 X 50 Practical Literature			0%
2	Able to analyze Difference Test problems using SPSS	Discuss the results of the SPSS Output Test Difference		Reading SPSS 3 X 50 Practical Literature			0%
3	Able to analyze descriptive statistics problems using SPSS	Discussing the results of the one-way SPSS ANOVA Output. Discussing the results of the two-way SPSS ANOVA Output		Reading Literature and Practice SPSS 3 X 50			0%
4	Able to analyze descriptive statistics problems using SPSS	Discussing the results of the one-way SPSS ANOVA Output. Discussing the results of the two-way SPSS ANOVA Output		Reading Literature and Practice SPSS 3 X 50			0%
5	Able to analyze regression problems using SPSS	Discussing the results of SPSS Simple Linear Regression Output Discussing the results of SPSS Output of Multiple Linear Regression		Reading Literature and Practice SPSS 6 X 50			0%
6	Able to analyze regression problems using SPSS	Discussing the results of SPSS Simple Linear Regression Output Discussing the results of SPSS Output of Multiple Linear Regression		Reading Literature and Practice SPSS 6 X 50			0%
7	Analyzing Classical Assumption problems using SPSS	Discuss the results of the SPSS Output with Classical Assumptions		Reading Literature and Practice SPSS 3 X 50			0%
8	UTS			2 X 50			0%
9	Analyzing Validity and Reliability problems using SPSS	Discuss the SPSS Output Validity and Reliability results		Reading Literature and Practice SPSS 3 X 50			0%
10	Carrying out Factor Analysis with SPSS	Able to discuss the SPSS output results of factor analysis		Reading Literature and Practice SPSS 2 X 50			0%

11	Able to carry out SEM analysis with AMOS	Creating SEM Models with AMOS		Practice SEM Models with AMOS Interpretation of AMOS 2 X 50 Results			0%
12	Able to carry out SEM analysis with AMOS	Creating SEM Models with AMOS		Practice SEM Models with AMOS Interpretation of AMOS 2 X 50 Results			0%
13	Able to carry out SEM analysis with AMOS	Creating SEM Models with AMOS		Practice SEM Models with AMOS Interpretation of AMOS 2 X 50 Results			0%
14	Performing Cluster Analysis with SPSS	Discuss the results of SPSS Cluster Analysis Output		Reading Literature and Practice SPSS 2 X 50			0%
15	Able to carry out discriminant analysis with SPSS	Discuss the results of the SPSS Discriminant Analysis Output		Reading Literature and Practice SPSS 2 X 50			0%
16	UAS			2 X 50			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
		0%

Notes

- 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.
- 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.
- 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.
- Indicators for assessing** 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.

