	Universitas Negeri Surabaya Faculty of Vocational Studies D4 Public Administration Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Computer and Database Applications	xx63401030182		T=0	P=0	ECTS=0	1	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Dr. Weni Rosdiana, S.Sos., M.AP.

Learning model	**Project Based Learning**
Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**
	Program Objectives (PO)
	PLO-PO Matrix

	P.O

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course contains theoretical and practical studies. In terms of material study, the material is related to computer and database applications, namely the meaning, elements, components of databases; database structure, database concepts, and weaknesses of databases. Meanwhile, for practicum, the material includes: basic level Word, advanced level Word, basic level Excel, advanced level Excel, Powerpoint, and Access. Learning is carried out over a period of one semester using methods, lecturer presentations, discussions, assignments, and laboratory practicums. Assessment is carried out through written and performance tests.
References	**Main :**

1. Komputer, Wahana. 2011. Shortcourse Series: Jurus Jitu Kuasai Aplikasi Database Microsoft Access 2010. Jakarta: Andi
2. Komputer, Wahana. 2010. Membuat Aplikasi Database Terapan dengan Access 2010. Jakarta: Elex Media Komputindo.
3. Heryanto, Imam. 2012. Membuat Database dengan Microsoft Access (Edisi Revisi). Jakarta: Informatika.
4. Madcoms. 2011. Seri Kupas Tuntas: Microsoft Access 2010. Jakarta: Andi.
5. Purnomo, C. Hadi. 2012. 250 Tip dan Trik Powerpoint 2007 dan 2010. Jakarta: Mediakita.
6. M, Hasyim. 2009. Buku Pintar Microsoft Office. Jakarta: Kriya Pustaka.
7. Sudarma, dkk. 2012. Buku Pintar Microsoft Office 2007 dan 2010. Jakarta: Mediakita
8. Ukar, dkk. 2010. Microsoft Excel 2010. Jakarta: Elex Media Komputindo.

	Supporters:
Supporting lecturer	Yuni Lestari, S.AP., M.AP. Dr. Ricky Eka Putra, S.Kom., M.Kom. Gading Gamaputra, S.AP., MPA. Noviyanti, S.AP., M.AP. Hafizhuddin Zul Fahmi, S.Kom., M.Sc. I Gde Agung Sri Sidhimantra, S.Kom., M.Kom.

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	After taking the course, students are able to understand sociology as a science starting from the history of scientific development to current developments	Students can: 1. Create and save a new document 2. Edit working documents and format letters 3. Format paragraphs, bullets and numbering, drop caps and line spacing 4. Set paragraph spacing, page orientation and insert dates 5. Create document frames and settings tabulation 6. Search for text, pages, combine documents and use column formatting	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical / offline 3 X 50			5%
2	Students can understand and apply advanced words	Students can: 1. Run and manage the insert menu 2. Create and delete tables, convert text to table and table to text 3. Insert images, shapes in documents and crop images 4. Create diagrams and graphs 5. Create and print mail merge 6 . Create a mail merge envelope label	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 3 X 50			5%
3	Students can understand and apply advanced words	Students can: 1. Run and manage the insert menu 2. Create and delete tables, convert text to table and table to text 3. Insert images, shapes in documents and crop images 4. Create diagrams and graphs 5. Create and print mail merge 6 . Create a mail merge envelope label	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 3 X 50			5%

4	Understand the basic concepts of Microsoft PowerPoint	1. Students can: Explain the various functions in the Powerpoint menu. 2. Explains the steps in opening, saving, and closing a presentation file. 3. Understand the steps in setting up the Microsoft PowerPoint working display. 4. Understand the steps in creating layouts and themes. 5. Understand the steps in inserting tables and images. 6. Understand the steps in creating a 3D effect 7. Understand the steps in creating hyperlinks	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical Presentation 3 X 50			5%
5	Understand the basic concepts of Microsoft PowerPoint	1. Students can: Explain the various functions in the Powerpoint menu. 2. Explains the steps in opening, saving, and closing a presentation file. 3. Understand the steps in setting up the Microsoft PowerPoint working display. 4. Understand the steps in creating layouts and themes. 5. Understand the steps in inserting tables and images. 6. Understand the steps in creating a 3D effect 7. Understand the steps in creating hyperlinks	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical Presentation 3 X 50			0%

6	Students can understand and apply basic level Excel	Students can: 1. Arrange borders and backgrounds 2. Create graphs 3. Apply rows, columns, cells and ranges effectively and efficiently 4. Print and arrange worksheet pages 5. Perform data calculations 6. Perform calculations with statistical functions	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 3 X 50			5%
7	Students can understand and apply basic level Excel	Students can: 1. Arrange borders and backgrounds 2. Create graphs 3. Apply rows, columns, cells and ranges effectively and efficiently 4. Print and arrange worksheet pages 5. Perform data calculations 6. Perform calculations with statistical functions	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 3 X 50			5%
8	Students can understand and apply advanced excellence	Students can: 1. Apply single and double IF formulas and functions 2. Apply VLOOKUP formulas and functions 3. Apply HLOOKUP formulas and functions	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practicum 3 X 50			5%
9	Students can understand and apply advanced excellence	1. Students can: Apply single and double IF formulas and functions 2. Applying VLOOKUP formulas and functions 3. Apply the HLOOKUP formula and function	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 3 X 50			5%
10	MIDDLE SEMESTER EXAMINATION (UTS)	Students can apply material 6-9	**Criteria:** Assessment Guidelines:1. Individual/Group Assignments (weight 30%)2. Participation in laboratory activities (20% weight; attendance, ability to ask questions, ability to collaborate, ability to express opinions) 3. Midterm/UTS/USS exam (20% weight)4. Final Semester Exam/UAS/US (weight 30%)	Practical 2 X 30			5%

11	Understand the basic concepts of Microsoft Access	1. Students can: Explain the meaning of Microsoft Access. 2. Describes the various main components of Microsoft Access. 3. Explain the data types used in Microsoft Access. 4. Explaining Microsoft Access worksheets. 5. Create a database		Practical Presentation 3 X 50			5%
12	Understand the basic concepts of Microsoft Access	1. Students can: Explain the meaning of Microsoft Access. 2. Describes the various main components of Microsoft Access. 3. Explain the data types used in Microsoft Access. 4. Explaining Microsoft Access worksheets. 5. Create a database		Practical Presentation 3 X 50			5%
13	Understand the basic concepts of Microsoft Access	1. Students can: Explain the meaning of Microsoft Access. 2. Describes the various main components of Microsoft Access. 3. Explain the data types used in Microsoft Access. 4. Explaining Microsoft Access worksheets. 5. Create a database		Practical Presentation 3 X 50			5%
14	Operate advanced Microsoft Access	1. Students can: Explain the steps in creating a query. 2. Explain the steps to create a relationship table 3. Explain the steps to create a form		Practical 3 X 50			5%

15	Operate advanced Microsoft Access	1. Students can: Explain the steps in creating a query. 2. Explain the steps to create a relationship table 3. Explain the steps to create a form		Practical 3 X 50			5%
16	FINAL EXAMS			3 X 50			5%

Evaluation Percentage Recap: Project Based Learning

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.