

Short Course Description	This course contains information and data analysis including computer hardware; computer software; MS Office, Eviews, SPSS operations						
References	Main :						
	<ol style="list-style-type: none"> 1. 1. Hidayatullah, A Taufik. Belajar Cepat Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo 2. 2. Kurniawan, Yahya. Belajar Sendiri Microsoft Office Word 2010. Jakarta: PT. Elex Media Komputindo 3. 3. Purnomo, Catur. H. Panduan Cepat Menguasai Excel 2010. Jakarta: PT. Elex Media Komputindo 4. 4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT 5. 5. Alja'am, Jihad Mohammad, Abdulmotaleb El Saddik and Abdul Hamid Sadka. 2018. Recent Trends in Computer Applications. Springer Internasional Publishing 						
	Supporters:						
Supporting lecturer	Dr. Ahmad Ajib Ridlwan, S.Pd., M.SEI. Rachma Indrarini, S.El., M.SEI. Fira Nurafini, S.El., M.SEI.						
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	Students are able to understand the functions of Microsoft Office	1. Students are able to explain the definition or meaning of Microsoft Office 2. Students are able to explain the benefits of Microsoft Office 3. Students are able to explain the types of applications in Microsoft Office	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Lectures and Discussions 6 X 50		<p>Material: Definition or understanding of Microsoft Office; Benefits of Microsoft Office; Types of applications in Microsoft Office</p> <p>References: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Definition or understanding of Microsoft Office; Benefits of Microsoft Office; Types of applications in Microsoft Office</p> <p>Reader: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Definition or understanding of Microsoft Office; Benefits of Microsoft Office; Types of applications in Microsoft Office</p> <p>Library: 3. <i>Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Definition or understanding of Microsoft Office; Benefits of Microsoft Office; Types of applications in Microsoft Office</p> <p>Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i></p>	4%
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2	Students are able to understand and apply Microsoft Word	1. Students are able to explain the definition of Ms. Word 2. Students are able to explain the benefits of using Ms. Word 3. Students are able to create tables of content automatically	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignments: Create reports using tables of content automatically in Ms. Word		Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	4%
3	Students are able to understand and apply Microsoft Word	1. Students are able to explain the definition of Ms. Word 2. Students are able to explain the benefits of using Ms. Word 3. Students are able to create tables of content automatically	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignments: Create reports using tables of content automatically in Ms. Word		Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	5%

4	Students are able to understand and apply mail merge in Microsoft Word	1. Students are able to explain the definition of mail merge 2. Students are able to explain the benefits of mail merge 3. Students are able to apply mail merge in Ms Word.	Criteria: Assessment rubric Form of Assessment : Portfolio Assessment	Lectures and Project Based Learning Student Assignment: Create a mail merge from data obtained at the internship location - 4 X 50		Material: Definition of mail merge; Benefits of mail merge; Mail merge practice Reader: 3. Purnomo, Catur. H. <i>Quick Guide to Mastering Excel 2010.</i> Jakarta: PT. Elex Media Komputindo Material: Definition of mail merge; Benefits of mail merge; Mail merge practices References: 4. Lee, Christopher. <i>Microsoft Access 2010. For Beginners.</i> Jakarta: PT	3%
5	Students are able to understand and apply mail merge in Microsoft Word	1. Students are able to explain the definition of mail merge 2. Students are able to explain the benefits of mail merge 3. Students are able to apply mail merge in Ms Word.	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Create a mail merge from data obtained at the internship location - 4 X 50		Material: Definition of mail merge; Benefits of mail merge; Mail merge practice Reader: 3. Purnomo, Catur. H. <i>Quick Guide to Mastering Excel 2010.</i> Jakarta: PT. Elex Media Komputindo Material: Definition of mail merge; Benefits of mail merge; Mail merge practices References: 4. Lee, Christopher. <i>Microsoft Access 2010. For Beginners.</i> Jakarta: PT	5%

6	Students are able to understand and apply basic formulas in Microsoft Excel	1. Students are able to explain the definition of Ms. Excel 2. Students are able to explain the benefits of Ms. Excel 3. Students are able to apply basic formulas in Ms. Excel 4. Students are able to apply logical functions in MS. Excel	Criteria: Assessment rubric Form of Assessment : Portfolio Assessment	Lectures and Project Based Learning Student Assignments: Calculate data obtained at the internship location based on the Sum, Min, Max, Average, and Count functions as well as logic functions - 4 X 50		Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	7%
7	Students are able to understand and apply basic formulas in Microsoft Excel	1. Students are able to explain the definition of Ms. Excel 2. Students are able to explain the benefits of Ms. Excel 3. Students are able to apply basic formulas in Ms. Excel 4. Students are able to apply logical functions in MS. Excel	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignments: Calculate data obtained at the internship location based on the Sum, Min, Max, Average, and Count functions as well as logic functions - 4 X 50		Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	5%

8	Midterm exam	uts	Criteria: Holistic rubric Form of Assessment : Test	2 X 50		Material: main and supporting References: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting References: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting References: 3. <i>Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting Bibliography: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i>	15%
9	Students are able to understand and apply data organization in Microsoft Excel	1. Students are able to explain the use of Data Sort 2. Students are able to explain the use of Data Filter 3. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Filter 6. Students are able to apply Vlookup and Hlookup	Criteria: Assessment rubric Form of Assessment : Portfolio Assessment	Lectures and Project Based Learning Student Assignments: Organize data obtained from internship locations using the Data Sort, Data Filter, and/or Vlookup and Hlookup features - 2 X 50		Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	3%

10	Students are able to understand and apply data organization in Microsoft Excel	1. Students are able to explain the use of Data Sort 2. Students are able to explain the use of Data Filter 3. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Filter 6. Students are able to apply Vlookup and Hlookup	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignments: Organize data obtained from internship locations using the Data Sort, Data Filter, and/or Vlookup and Hlookup features - 2 X 50		Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i>	6%
11	Students are able to understand and apply pivot tables in Microsoft Excel	1. Students are able to explain the use of pivot tables 2. Students are able to apply pivot tables in Ms. Excel	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Organize data obtained from internship locations using the Pivot Table feature - 2 X 50		Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i> Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i>	6%

12	Students are able to understand and apply pivot tables in Microsoft Excel	1. Students are able to explain the use of pivot tables 2. Students are able to apply pivot tables in Ms. Excel	Criteria: Assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Organize data obtained from internship locations using the Pivot Table feature - 2 X 50		Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i> Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i>	5%
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13	Students are able to understand and apply graphs in Microsoft Excel	1. Students are able to explain the use of graphics in Ms. Excel 2. Students are able to explain the various graphs that can be used in MS. Excel 3. Students are able to apply various graphic forms using Ms. Excel 4. Students are able to interpret graphs produced by Ms. Excel	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	<p>Lectures and Project Based Learning</p> <p>Student Duties: Present and interpret data obtained from the internship location using various types of graphs (minimum 3 types of graphs) 2 X 50</p>		<p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 3. <i>Purnomo, Chess. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i></p>	5%
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14	Students are able to understand and apply graphs in Microsoft Excel	1. Students are able to explain the use of graphics in Ms. Excel 2. Students are able to explain the various graphs that can be used in MS. Excel 3. Students are able to apply various graphic forms using Ms. Excel 4. Students are able to interpret graphs produced by Ms. Excel	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Portfolio Assessment</p>	<p>Lectures and Project Based Learning</p> <p>Student Duties: Present and interpret data obtained from the internship location using various types of graphs (minimum 3 types of graphs) 2 X 50</p>	<p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel Library: 3. <i>Purnomo, Chess. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i></p>	7%
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15	Students are able to understand and apply graphs in Microsoft Excel	1. Students are able to explain the use of graphics in Ms. Excel 2. Students are able to explain the various graphs that can be used in MS. Excel 3. Students are able to apply various graphic forms using Ms. Excel 4. Students are able to interpret graphs produced by Ms. Excel	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	<p>Lectures and Project Based Learning</p> <p>Student Duties: Present and interpret data obtained from the internship location using various types of graphs (minimum 3 types of graphs) 2 X 50</p>		<p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 2. <i>Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 3. <i>Purnomo, Chess. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i></p> <hr/> <p>Material: Uses of Ms. graphics Excel; Types of graphics Ms. Excel; Ms. graphic practice Excel; Ms. Interpretation Excel</p> <p>Library: 4. <i>Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</i></p>	5%
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16	Final exams	uas	Criteria: Holistic rubric Form of Assessment : Test	2 X 50		Material: main and supporting References: 1. <i>Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting References: 2. Kurniawan, Yahya. <i>Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting References: 3. Purnomo, Catur. H. <i>Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo</i> <hr/> Material: main and supporting Bibliography: 4. Lee, Christopher. <i>Microsoft Access 2010. For Beginners. Jakarta: PT</i>	15%
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Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Project Results Assessment / Product Assessment	50%
2.	Portfolio Assessment	20%
3.	Test	30%
		100%

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.

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.