		Universitas Negeri Surabaya Faculty of Economics and Business Bachelor of Accounting Education Study Program					Document Code

SEMESTER LEARNING PLAN

Courses		CODE		Course Family		Credit Weight				SEMESTER	Compilation Date
Accounting Computer 1		8720902031				T=2	P=0	ECTS=3.18		5	July 18, 2024
AUTHORIZATION		**SP Developer**			**Course Cluster Coordinator**			**Study Program Coordinator**			
		....			....			Rochmawati, S.Pd., M.Ak.			

Learning model	Case Studies
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 discusses the meaning of MYOB, types of service companies in MYOB Accounting, journal entries for service companies in Myob Accounting and continues with making reports for service companies in Myob Accounting. Learning is carried out by applying lecture methods, practice and laboratory assignments. The learning model in lectures is a problem-based learning model.
References	**Main :**

1. Mansoer, Nizam. 2012. Akuntansi dengan MYOB. Mizan2. Mahmudi, Abu Lutfi. 2012. Kompetensi Praktik dengan MYOB
2. Wordpress
3. Atmoko, Hari Eko. 2015. MYOBAccounting. Andi Publisher
4. Software myob accounting5. Wahana Komputer. 2007. Pengembangan Sistem akuntansi bagi usaha Perdagangan Ritel dengan MYOB. Jakarta: Salemba Empat

	Supporters:
Supporting lecturer	Rochmawati, S.Pd., M.Ak. Irin Widayati, 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)

1	Get to know Myob Accounting for service companies	1. Explain the characteristics of the MYOB program in automating transaction recording in service companies 2. Explain the MYOB application in the accounting process of service companies	**Criteria:** Maximum value 100	Reading assignments and lectures 2 X 50			0%
2	Prepare initial data and chart of accounts for service companies	1. Practicing procedures for preparing initial company data 2. Process data storage 3. Carry out the process of opening data 4. Process data duplication/back up 5. Setting up service company customization 6. Identify the types of service company accounts 7. Group service company accounts 8. Determines the account level in Myob 9. Editing, adding new accounts, and deleting service company accounts 10. Fill in the service company's initial balance via the opening balance in the setup assistant window	**Criteria:** 1. Written test: maximum score 100 2. Performance assessment: 3. Score 4 if very good 4. Score 3 if good 5. Score 2 if sufficient 6. Score 1 if less	Lectures, practices, assignments 2 X 50			0%
3	Create a receivables subsidiary book for service company accounting	1. Explains sales setup, company layout and service company account links 2. Determine Linked Accounts for Service Company Sales 3. Fill in customer data for service companies 4. Filling in the initial balance of service company receivables	**Criteria:** 1. Written test: maximum score 100 2. Performance assessment: 3. Score 4 if very good 4. Score 3 if good 5. Score 2 if sufficient 6. Score 1 if less	Lectures, practices, assignments 2 X 50			0%

4	Create a debt subsidiary book for service company accounting	1.Perform purchase setup 2.Create supplier data 3.Create tax setup and fill in account links 4.Fill in the initial debt balance	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
5	Recording the opening balance of inventory for service company accounting	1.Fill in data on goods or equipment 2.Fill in the initial inventory balance through inventory adjustments	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
6	Recording transactions for service company accounting	Record transactions into the account, banking, purchase and sales modules	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
7	Create financial reports for accounting service companies	1.Make adjusting journals 2.Create and print profit and loss reports, balance sheets, cash flow, trial balances 3.create and print inventory list reports, ledgers, and transaction documents	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
8	UTS			2 X 50			0%
9	Prepare initial data for trading companies	1.Practicing procedures for preparing initial company data 2.Process data storage 3.Carry out the process of opening data 4.Process data duplication/back up	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
10	Create a chart of accounts for trading company accounting	1.Set up trading company customization 2.Identify the types of trading company accounts 3.Group trading company accounts 4.Determines the account level in Myob 5.Editing, adding new accounts, and deleting trading company accounts 6.Fill in the trading company's initial balance via the opening balance in the setup assistant window	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%

No	Topic	Sub-items	Criteria	Method			Percentage
11	Create a receivables subsidiary book for trading company accounting	1. Explains sales setup, company layout and trading company account links 2. Determine Linked Accounts for Sales of trading companies 3. Fill in customer data for trading companies 4. Fill in the initial balance of the trading company's receivables	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
12	Create a debt subsidiary book for trading company accounting	1. Perform purchase setup 2. Create supplier data 3. Create tax setup and fill in account links 4. Fill in the initial debt balance	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
13	Recording initial inventory balances for trading company accounting	1. Fill in data on goods or equipment 2. Fill in the initial inventory balance through inventory adjustments	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
14	Recording transactions for trading company accounting	Record transactions into the account, banking, purchase and sales modules	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
15	Create financial reports for trading company accounting	1. Make adjusting journals 2. Create and print profit and loss reports, balance sheets, cash flow, trial balances 3. create and print inventory list reports, ledgers, and transaction documents	**Criteria:** maximum value 100	Lectures, practices, assignments 2 X 50			0%
16	UAS			2 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** 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.
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.