



**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																																																				
Computer application	8720903016	Compulsory Study Program Subjects	T=3 P=0 ECTS=4.77	4	May 11, 2023																																																				
AUTHORIZATION		SP Developer	Course Cluster Coordinator	Study Program Coordinator																																																					
		Irin Widayati, S.Pd, M.Pd, dan Amirul Arif, S.Pd., M.Ak.	Rochmawati, S.Pd., M.Ak.	Rochmawati, S.Pd., M.Ak.																																																					
Learning model	Case Studies																																																								
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																								
	Program Objectives (PO)																																																								
	PO - 1	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.																																																							
	PLO-PO Matrix																																																								
		<table border="1" style="margin: auto;"> <tr><td style="text-align: center;">P.O</td></tr> <tr><td style="text-align: center;">PO-1</td></tr> </table>				P.O	PO-1																																																		
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PO Matrix at the end of each learning stage (Sub-PO)																																																									
	<table border="1" style="margin: auto;"> <tr> <td style="text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>					P.O	Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	
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Short Course Description	This course discusses the meaning of MYOB and Accurate, entering journals for trading companies into Myob Accounting and Accurate and continues with making reports for trading companies into Myob Accounting and Accurate. 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 :																																																								
	<ol style="list-style-type: none"> 1. Wibowo, Ali Mahmudi. 2018. Praktik Komputer Akuntansi dg MYOB Accounting V24 Single Currency. Salemba Empat. 2. Atmoko, Hari Eko. 2015. MYOBAccounting. Andi Publisher 3. 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. Amirul Arif, S.Pd., M.Ak.																																																								
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 trading companies	<ol style="list-style-type: none"> 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 	<p>Criteria: Maximum value 100</p> <p>Forms of Assessment : Participatory Activities, Practical Assessment, Practical / Performance</p>	Reading assignments and lectures and case studies 3 X 50		<p>Material: Myob Accounting for companies Library Services: <i>Myob accounting software5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</i></p>	4%
2	Prepare initial data and chart of accounts of trading companies	<ol style="list-style-type: none"> 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 	<p>Criteria:</p> <ol style="list-style-type: none"> 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 <p>Form of Assessment : Portfolio Assessment, Practice / Performance</p>	Lectures, practices, assignments and case studies 3 X 50		<p>Material: Myob Accounting for companies Library Services: <i>Myob accounting software5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</i></p>	4%
3	Create a receivables subsidiary book for trading company accounting	<ol style="list-style-type: none"> 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 	<p>Criteria:</p> <ol style="list-style-type: none"> 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 <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance</p>	Lectures, practices, assignments and case studies 3 X 50		<p>Material: Myob Accounting for Library Services companies:</p>	4%

4	Create a debt subsidiary book for trading company accounting	<ol style="list-style-type: none"> 1. Perform purchase setup 2. Create supplier data 3. Create tax setup and fill in account links 4. Fill in the initial debt balance 	<p>Criteria: maximum value 100</p> <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practical Assessment, Practical / Performance</p>	Lectures, practices, assignments and case studies 3 X 50		<p>Material: Myob Accounting for companies</p> <p>Library Services: Myob accounting software 5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</p>	4%
5	Recording initial inventory balances for trading company accounting	<ol style="list-style-type: none"> 1. Fill in data on goods or equipment 2. Fill in the initial inventory balance through inventory adjustments 	<p>Criteria: maximum value 100</p> <p>Forms of Assessment : Portfolio Assessment, Practical Assessment, Practical / Performance</p>	Lectures, practices, assignments 3 X 50		<p>Material: Myob Accounting for companies</p> <p>Library Services: Myob accounting software 5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</p>	4%
6	Recording transactions for trading company accounting	Record transactions into the account, banking, purchase and sales modules	<p>Criteria: maximum value 100</p> <p>Forms of Assessment : Portfolio Assessment, Practical Assessment, Practical / Performance</p>	Lectures, practices, assignments 3 X 50		<p>Material: Myob Accounting for companies</p> <p>Library Services: Myob accounting software 5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</p>	5%
7	Create financial reports for trading company accounting	<ol style="list-style-type: none"> 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 	<p>Criteria: maximum value 100</p> <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance</p>	Lectures, practices, assignments 3 X 50		<p>Material: Myob Accounting for companies</p> <p>Library Services: Myob accounting software 5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat</p>	5%

8	UTS	Get a score of 100 if answered correctly and correctly	Criteria: Assessment rubric is attached Form of Assessment : Practical Assessment, Test	Practical Test 3 X 50	Practical Test	Material: UTS Library: Myob accounting software5. Computer Rides. 2007. Development of an accounting system for retail trade businesses with MYOB. Jakarta: Salemba Empat	20%
9	Get to know Accurate 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 Form of Assessment : Practical Assessment, Practice/Performance	Lectures, practices, assignments 3 X 50			2%
10	Preparing initial trading company data on Accurate	1.Set up trading company customization 2.Identify the types of trading company accounts 3.Group trading company accounts 4.Specifies the account level in Accurate 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 Form of Assessment : Portfolio Assessment, Practice / Performance	Lectures, practices, assignments 3 X 50		Material: trading company References:	3%
11	Create a receivables subsidiary book for trading company accounting at Accurate	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 Forms of Assessment : Portfolio Assessment, Practical Assessment, Practical / Performance	Lectures, practices, assignments 3 X 50			3%
12	Create a debt subsidiary book for trading company accounting at Accurate	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 Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance	Lectures, practices, assignments 3 X 50			3%

13	Recording initial inventory balances for trading company accounting at Accurate	1.Fill in data on goods or equipment 2.Fill in the initial inventory balance through inventory adjustments	Criteria: maximum value 100 Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance	Lectures, practices, assignments 3 X 50			3%
14	Recording transactions for trading company accounting at Accurate	Record transactions into the account, banking, purchase and sales modules	Criteria: maximum value 100 Form of Assessment : Participatory Activities	Lectures, practices, assignments and case studies 3 X 50			3%
15	Create financial reports for trading company accounting at Accurate	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 Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance	Lectures, practices, assignments and case studies 3 X 50		Material: trading company References:	3%
16	UAS	100 marks if answered correctly and precisely	Criteria: Assessment rubric is attached Forms of Assessment : Portfolio Assessment, Practical Assessment, Tests	3 X 50 Semester Final Exam	Final exams		30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	11.33%
2.	Portfolio Assessment	24.5%
3.	Practical Assessment	27.33%
4.	Practice / Performance	16.83%
5.	Test	20%
		99.99%

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** 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.
- 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.

