



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																																	
Excel Automation	8720903046		T=3 P=0 ECTS=4.77	3	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 that is charged to the course																																					
	Program Objectives (PO)																																					
	PLO-PO Matrix																																					
		<table border="1" style="margin: auto;"> <tr> <td style="width: 100px; height: 30px;">P.O</td> </tr> </table>					P.O																															
P.O																																						
	PO Matrix at the end of each learning stage (Sub-PO)																																					
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 50px; height: 30px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">7</td> <td style="width: 20px;">8</td> <td style="width: 20px;">9</td> <td style="width: 20px;">10</td> <td style="width: 20px;">11</td> <td style="width: 20px;">12</td> <td style="width: 20px;">13</td> <td style="width: 20px;">14</td> <td style="width: 20px;">15</td> <td style="width: 20px;">16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																						
Short Course Description	This course includes understanding the role of Excel in computer accounting, understanding the functions in Microsoft Excel for accounting processes, creating macros with the Excel program, designing worksheets in the form of account codes, general and special journals, purchase lists, sales lists, payroll, debt reports and receivables, trial balance ledgers, adjusting journals, work papers, financial reports, and modify them, and carry out simple accounting cycle processes automatically and produce financial reports for micro, small and medium scale service, trading and manufacturing companies. Lectures are carried out using direct learning, problem-based learning and practice.																																					
References	Main :																																					
	<ol style="list-style-type: none"> 1. Erhans. 2006. Komputer Akuntansi dengan Excel/Access . Jakarta: PT Ercontara Rajawali 2. Jacobson Reed. 2000. Microsoft Excel 2000 Visual Basic for Application Fundamentals. Microsoft Press. 3. Karnadi Hendrik. 2009. Program Laporan Keuangan Terpadu . PT. Elex Media Komputindo 4. Syarifuddin.2004. Program Aplikasi Akuntansi dengan Microsoft Excel . Solo: Qowamedia Utama 5. Tofik, Moch. 2008. Membuat Aplikasi dengan Microsoft Excel 2007 . Media Kita 																																					
	Supporters:																																					
Supporting lecturer	Irin Widayati, S.Pd., M.Pd. Vivi Pratiwi, 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	Understand the role of Excel in computer accounting	<ol style="list-style-type: none"> 1.Able to explain the role of accounting for the management side 2.Able to explain the accounting cycle 3.Able to understand the development of application software and its use for processing accounting data 4.Able to understand the advantages of the Excel program as an accounting data processing application 	Criteria: Maximum value 100	Reading assignments and lectures 3 X 50			0%
2	Understand Excel functions for computerized accounting	<ol style="list-style-type: none"> 1.able to understand the functions of the Microsoft Excel program for finance and accounting 2.able to apply functions in the Microsoft Excel program for finance and accounting 	Criteria: <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 	Lectures, practices, assignments 3 X 50			0%

3	Designing charts of accounts and general journals for service companies	<ol style="list-style-type: none"> 1. Able to create automated charts of accounts with the Excel program 2. Able to understand how to automate references and journals using the Excel program 3. Able to understand how to create an automated chart of accounts using the Excel program 4. Able to automate references and journals using the Excel program 	<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 	Lectures, practices, assignments 3 X 50		0%
4	Designing general ledgers and trial balances for service companies	<ol style="list-style-type: none"> 1. Able to create general ledger automation with the Excel program 2. Able to understand how to create general ledger automation using the Excel program 	<p>Criteria:</p> <p>maximum value 100</p>	Lectures, practices, assignments 3 X 50		0%
5	Design adjustments and balance sheets for service companies	<ol style="list-style-type: none"> 1. Able to understand how to automate adjusting journals and work balance sheets using the Excel program 2. Able to automate adjusting journals and work balance sheets with the Excel program 	<p>Criteria:</p> <p>maximum value 100</p>	Lectures, practices, assignments 3 X 50		0%

6	Designing financial reports for service companies	<ol style="list-style-type: none"> 1. understand how to draft and automate financial reports using Excel 2. Able to draft and automate financial reports with Excel 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
7	Design closing journals for service companies	<ol style="list-style-type: none"> 1. Able to understand how to automate closing journals using the Excel program 2. Able to automate closing journals using the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
8	UTS			3 X 50			0%
9	Designing charts of accounts and special journals for trading companies	<ol style="list-style-type: none"> 1. Able to understand how to create an automated chart of accounts using the Excel program 2. Able to understand how to create reference automation and special journals using the Excel program 3. Able to create automated charts of accounts with the Excel program 4. Able to create reference automation and special journals with the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%

10	Designing charts of accounts and special journals for trading companies	<ol style="list-style-type: none"> 1. Able to understand how to create an automated chart of accounts using the Excel program 2. Able to understand how to create reference automation and special journals using the Excel program 3. Able to create automated charts of accounts with the Excel program 4. Able to create reference automation and special journals with the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
11	Designing general ledgers and trial balances for service companies	<ol style="list-style-type: none"> 1. Able to understand how to automate a trading company ledger using the Excel program 2. able to understand how to automate a trading company balance sheet using the Excel program 3. Able to automate trading company ledgers with the Excel program 4. Able to automate trading company balance sheets using the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%

12	Design adjustments and balance sheets for trading companies	<ol style="list-style-type: none"> 1.Able to understand how to automate adjusting journals and work balance sheets using the Excel program 2.Able to practice automating adjusting journals and work balance sheets with the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
13	Design adjustments and balance sheets for the company	<ol style="list-style-type: none"> 1.Able to understand how to automate adjusting journals and work balance sheets using the Excel program 2.Able to automate adjusting journals and work balance sheets with the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
14	Designing financial reports for service companies	<ol style="list-style-type: none"> 1.Able to understand how to draft and automate financial reports using Excel 2.Able to draft and automate financial reports using Excel 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
15	Design closing journals for trading companies	<ol style="list-style-type: none"> 1.Able to understand how to automate closing journals using the Excel program 2.Able to automate closing journals using the Excel program 	Criteria: maximum value 100	Lectures, practices, assignments 3 X 50			0%
16	UAS			3 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.