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
NUMBER PROCESSING PROGRAM		8720903121	Compulsory Study Program Subjects	**T=3**	**P=0**	**ECTS=4.77**	4	July 4, 2020

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**
	Program Objectives (PO)
	PO - 1 — Master the theoretical concepts of software and application of the Microsoft Excel program in depth and formulate them in completing the accounting cycle for service, trade and manufacturing companies procedurally
	PO - 2 — Able to utilize science and technology to automate the accounting cycle processes of service, trade and manufacturing companies through the Microsoft Excel software program
	PLO-PO Matrix

P.O
PO-1
PO-2

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
PO-1																
PO-2																

Short Course Description	This course includes understanding the role of Excel in computer accounting, understanding 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 lists, accounts payable and receivable reports , trial balance ledgers, adjusting journals, work papers, financial reports, and modify them, and perform simple accounting cycle processes automatically and generate financial reports for micro, small and medium scale service, trade and manufacturing companies.

References	**Main :**
	1. Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.
	2. Madcoms. 2018. Aplikasi Akuntansi dengan Microsoft Excel. Andi.
	3. Hidayat, Heri. 2013. Akuntansi Excel untuk orang awam dan pemula. Jakarta : Dunia Komputer
	Supporters:

Supporting lecturer	Dr. Suci Rohayati, S.Pd., M.Pd. Moh. Danang Bahtiar, S.Pd., M.Pd. Irwan Adimas Ganda Saputra, S.Pd., M.A. Amirul Arif, S.Pd., M.Ak. 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 (%)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Indicator	**Criteria & Form**	**Offline (offline)**	**Online (online)**		
1	Understand the role of Excel in computer accounting	1. Able to explain the role of accounting for the management side 2. Able to explain the accounting cycle 3. Able to understand financial reports	**Criteria:** Maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Discussion and PBL 3 X 50	- 3 x 50	**Material:** 1. The role of accounting for the management side 2. Accounting cycle 3. Financial statements **Reference:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	2%
2	Able to understand the role of Excel in computer accounting	Able to understand the development of application software and its use for processing accounting data. Able to understand the advantages of Excel spreadsheets as an accounting data processing application	**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 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 x 50	**Material:** a. Microsoft Office Button b. Quick Access Toolbar c. Bar Formula d. Ribbon Tabs e. Title Bar f. Group g. Cell Name Box h. Navigation i. Sheets Tab j. View Mode k. Zoom Slider l. Library Cell **:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	3%
3	Able to prepare to create macros	Able to understand how to prepare Excel for accounting applications	**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 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 x 50	**Materials:** 1. Setting up a Microsoft Excel 2019 workspace 2. Setting the display on the Quick Access Ribbon 3. Bring up the Developer Group on the Ribbon Tab 4. Enabling Excel Macro Work 5. Macro Introduction **Bibliography:** *Weinstein, Eric A. 2021 . Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	2%

4	Able to create macros with the Excel program	4.1 Able to understand creating simple macro programs 4.2 Able to create simple macro programs and operate macros	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50		**Materials:** 1. Macro Creation 2. Dialog Box Display 3. Executing Macro Commands 4. Macro Process Termination 5. Deleting Command Macro 6. Creating a simple Macro program **Library:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	3%
5	Able to design worksheets and modify them	5.1 Able to design menus and worksheets needed for processing accounting data	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50		**Materials:** 1. Menu 2. Chart of Account 3. Reference 4. Journal 5. General Ledger 6. Adjustment Journal 7. Worksheet 8. Draft 9. Profit & Loss Statement 10. Balance Sheet 11. Closing Journal 12. Determination of Account Code , Entering account data and trial balance 13. Dropdown List on Balance Column 14. Sort references 15. Statement Layout Settings **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%

6	Able to design worksheets and modify them	5.1 Able to design menus and worksheets needed for processing accounting data	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Materials:** 1. Menu 2. Chart of Account 3. Reference 4. Journal 5. General Ledger 6. Adjustment Journal 7. Worksheet 8. Draft 9. Profit & Loss Statement 10. Balance Sheet 11. Closing Journal 12. Determination of Account Code , Entering account data and trial balance 13. Dropdown List on Balance Column 14. Sort references 15. Statement Layout Settings **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%
7	Able to design worksheets and modify them	5.1 Able to design menus and worksheets needed for processing accounting data	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Materials:** 1. Menu 2. Chart of Account 3. Reference 4. Journal 5. General Ledger 6. Adjustment Journal 7. Worksheet 8. Draft 9. Profit & Loss Statement 10. Balance Sheet 11. Closing Journal 12. Determination of Account Code , Entering account data and trial balance 13. Dropdown List on Balance Column 14. Sort references 15. Statement Layout Settings **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%
8	UTS	-	**Criteria:** - **Form of Assessment** : Test	UTS 3 X 50	- 3 x 50	**Material:** - **Library:**	20%

9	Able to create a chart of accounts using the Excel program	9.1 Able to understand how to create an automation chart of accounts using the Excel program 9.2 Able to create an automation chart of accounts using the Excel program	**Criteria:** maximum value 100 **Form of Assessment**: Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Material:** 1. Automation of the New Beginning Balance Column with macros 2. Automate delete button with macro 3. Reference for dropdown list with macro **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	2%
10	Able to make references and journals with the Excel program	10.1 Able to understand how to create references and journal automation using the Excel program 10.2 Able to create automated references and journals using the Excel program	**Criteria:** maximum value 100 **Form of Assessment**: Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Materials:** 1. Make a journal with excel program 2. Enter journal transactions **Reference:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	3%
11	Able to create ledgers automatically with the Excel program	11.1 Able to understand how to create an automated ledger using the Excel program 11.2 Able to create automated ledgers using the Excel program	**Criteria:** maximum value 100 **Form of Assessment**: Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Material:** 1. General Ledger Automation with Dropdown list 2. Automated General Ledger filters 3. Use of formulas, IF, SUM, VLOOKUP. 4. Displaying Print Preview of General Ledger **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	2%
12	Able to create ledgers automatically with the Excel program	12.1 Able to understand how to create general ledger automation using the Excel program 12.2 Able to create general ledger automation using the Excel program	**Criteria:** maximum value 100 **Form of Assessment**: Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	**Material:** 1. General Ledger Automation with Dropdown list 2. Automated General Ledger filters 3. Use of formulas, IF, SUM, VLOOKUP. 4. Displaying Print Preview of General Ledger **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	3%

13	Able to create adjustment journals and worksheets automatically with the Excel program	13.1 Able to understand how to automate adjusting journals and worksheets using the Excel program 13.2 Able to create automatic adjusting journals and worksheets using the Excel program	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	-	**Material:** 1. Automating Adjustment Journal Using the IF formula 2. Caption column filtering with macros 3. Automation of data changes on the worksheet **References:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%
14	Able to create drafts and automatic profit and loss reports using the Excel program	Able to understand how to prepare and automate profit and loss reports using the Excel program. Able to draft and automate profit and loss reports using the Excel program	**Criteria:** maximum value 100 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	-	**Material:** 1. Added menu button and preview with macro 2. Retrieval of data from worksheet to draft 3. Calculation of liabilities and 4. income tax article 25 **Bibliography:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%
15	Able to create balance sheets and closing journals automatically with the Excel program	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 **Form of Assessment** : Project Results Assessment / Product Assessment	Lectures, practices, assignments 3 X 50	- 3 X 50	-	**Material:** 1. Balance Sheet Automation 2. Transfer of Beginning Balance Closing Journal **References:** *Weinstein, Eric A. 2021. Microsoft Excel for Accounting, 2nd Edition. Lablearning.*	5%
16	UAS	-	**Criteria:** - **Form of Assessment** : Test	- 3 X 50	-		**Material:** - **Library:**	30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Project Results Assessment / Product Assessment	50%
2.	Test	50%
		100%

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.