



**Universitas Negeri Surabaya**  
**Faculty of Economics and Business**  
**Digital Business Undergraduate Study Program**

**Document Code**

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>			<b>SEMESTER</b>	<b>Compilation Date</b>																																																																																													
Basics of Information Technology	6120903004	Compulsory Study Program Subjects	T=2	P=1	ECTS=4.77	1	March 31, 2021																																																																																													
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>			<b>Study Program Coordinator</b>																																																																																														
	Anita Safitri, S.Kom., M.Kom.		Riska Dhenabayu, S.Kom., M.M.			Hujjatullah Fazlurrahman, S.E., MBA.																																																																																														
<b>Learning model</b>	Case Studies																																																																																																			
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>																																																																																																			
	<b>Program Objectives (PO)</b>																																																																																																			
	<b>PO - 1</b>	Students are able to independently explain and classify the components and functions of information technology, as well as their role in organizations and business. [C3] [A3].																																																																																																		
	<b>PO - 2</b>	Students are able to independently and responsibly analyze the current application of information technology and possible new forms of communication, collaboration and partnership that can be implemented by organizations and businesses. [C4] [A3].																																																																																																		
	<b>PO - 3</b>	Students are able to independently apply and utilize information technology, as well as its role in organizations and business. [C3] [A3]																																																																																																		
	<b>PLO-PO Matrix</b>																																																																																																			
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> </table>						P.O	PO-1	PO-2	PO-3																																																																																									
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<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																																																				
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<b>Short Course Description</b>	This course applies case based study. Activities in this lecture will be carried out independently and also in groups using Discovery learning and Group discussion methods in order to familiarize students with being responsive to developments in information technology and being actively involved in conveying ideas for utilizing and developing information system technology. This course implements a case based study. Activities in this lecture will be carried out independently and also in groups using the Discovery learning and group discussion methods so that they can train students to be responsive to developments in information technology and to be actively involved in conveying ideas for the utilization and development of information systems technology.																																																																																																			
<b>References</b>	<b>Main :</b>																																																																																																			
	<ol style="list-style-type: none"> <li>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Pengantar Teknologi Informasi. Penerbit Andi.</li> <li>Richardus Eko Indrajit. 2017. Sistem dan Teknologi Informasi. Preinexus</li> </ol>																																																																																																			
	<b>Supporters:</b>																																																																																																			
	<ol style="list-style-type: none"> <li>Modul Praktikum</li> </ol>																																																																																																			
<b>Supporting lecturer</b>	Dr. Nanang Hoesen Hidroes Abbrori, S.T., M.T.I. Riska Dhenabayu, S.Kom., M.M. Renny Sari Dewi, S. Kom., M. Kom., MCE., MOS. Anita Safitri, M. Kom.																																																																																																			

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	Able to understand and classify components, resource functions, and information technology usage activities.	<p>1.1.1 Students are able to explain a general overview of the basics of information technology</p> <p>2.1.2 Students are able to explain the components of information technology</p> <p>3.2.1 Students are able to explain information technology resources and their activities</p> <p>4.2.2 Students are able to explain the application of information technology in organizations and business</p> <p>5.2.3 Students are able to explain and differentiate the meaning and application of information technology and information systems in organizations and business</p>	<p><b>Criteria:</b> accuracy and suitability</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosure and cooperative learning (discovery & cooperative learning), case study 3 X 50		<p><b>Material:</b> Information Technology Concepts; includes components, resources and activities.</p> <p><b>Library:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i></p>	5%

2	Able to understand and classify components, resource functions, and information technology usage activities.	<p>1.1.1 Students are able to understand a general overview of the basics of information technology.</p> <p>2.1.2 Students are able to explain the components of information technology</p> <p>3.2.1 Students are able to explain information technology resources and their activities</p> <p>4.2.2 Students are able to explain the application of information technology in organizations and business</p> <p>5.2.3 Students are able to explain and differentiate the meaning and application of information technology and information systems in organizations and business</p>	<p><b>Criteria:</b> accuracy and suitability</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosure and cooperative learning (discovery & cooperative learning), case study. 3 X 50		<p><b>Material:</b> Information Technology Concepts; includes components, resources and activities.</p> <p><b>Library:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i></p>	5%
3	Able to understand and explain networks, network topologies, and types of network architecture	<p>1.3.1 Able to explain the meaning and workings of computer networks</p> <p>2.3.2 Be able to explain and differentiate various network topologies</p> <p>3.3.3 Be able to explain and differentiate types of network architecture</p>	<p><b>Criteria:</b> accuracy and suitability</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosure and cooperative learning (discovery & cooperative learning), case study. 3 X 50		<p><b>Material:</b> Utilization of Information Technology</p> <p><b>Library:</b> <i>Richardus Eko Indrajit. 2017. Information Systems and Technology. Preinexus</i></p>	5%

4	Able to analyze the application and use of information technology in organizations and businesses.	<p>1.4.1 Able to rewrite examples of the application of information technology that solve organizational and business problems.</p> <p>2.4.2 Able to explain current hardware and software technology and its functions.</p> <p>3.4.3 Able to list the weaknesses and advantages of information technology for organizations and businesses.</p>	<p><b>Criteria:</b> accuracy and suitability</p> <p><b>Form of Assessment :</b> Test</p>	Lecture, post test. 3 X 50		<p><b>Material:</b> Utilization of Information Technology <b>Library:</b> <i>Richardus Eko Indrajit. 2017. Information Systems and Technology. Preinexus</i></p>	10%
5	Able to understand global challenges and issues in the application of information technology.	<p>1.5.1 Be able to explain the types of threats in the cyber world.</p> <p>2.5.2 Able to explain data security based on the application of information technology.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosures and cooperative learning (discovery & cooperative learning), Presentations. 3 X 50		<p><b>Material:</b> Challenges in the Application of Information Technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i></p> <hr/> <p><b>Material:</b> Threats in the application of information technology <b>Reader:</b> <i>Richardus Eko Indrajit. 2017. Information Systems and Technology. Preinexus</i></p>	5%
6	Able to understand and classify layers of information technology.	<p>1.6.1 Able to identify layers of information technology that are often used in everyday life.</p> <p>2.6.2 Able to explain software layers.</p> <p>3.7.1 Be able to explain network layers.</p> <p>4.7.2 Able to explain data layers.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosure and cooperative learning (discovery & cooperative learning), presentations. 3 X 50		<p><b>Material:</b> Layers of Information Technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i></p> <hr/> <p><b>Material:</b> Layers of Information Technology <b>Library:</b> <i>Richardus Eko Indrajit. 2017. Information Systems and Technology. Preinexus</i></p>	5%

7	Able to understand and classify layers of information technology.	<p>1.6.1 Able to identify layers of information technology that are often used in everyday life.</p> <p>2.6.2 Able to explain software layers.</p> <p>3.7.1 Be able to explain network layers.</p> <p>4.7.2 Able to explain data layers.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, disclosure and cooperative learning (discovery & cooperative learning), presentations, creating a learning resume for meetings 1-7. 3 X 50		<p><b>Material:</b> Layers of Information Technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i></p> <hr/> <p><b>Material:</b> Layers of Information Technology <b>Library:</b> <i>Richardus Eko Indrajit. 2017. Information Systems and Technology. Preinexus</i></p>	5%
8	Midterm Evaluation / Midterm Exam. Mid Term Exam.	Midterm Evaluation / Midterm Exam. Mid Term Exam.	<p><b>Criteria:</b> Midterm Evaluation / Midterm Exam. Mid Term Exam.</p> <p><b>Form of Assessment :</b> Test</p>	Midterm Evaluation / Midterm Exam. Mid Term Exam. 2 X 50			0%
9	Able to practice the application of information technology in solving organizational and business problems.	<p>1.9.1 Able to practice using word processing software well.</p> <p>9.1 Able to practice the use of word processing software properly.</p> <p>2.10.1 Able to practice using number processing programs well. 10.1 Able to practice the use of number processing programs properly</p> <p>3.11.1 Able to practice using visualization presentation programs well. 11.1 Able to practice the use of visualization presentation programs properly.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Practical Assessment</p>	Practicum 1: Make a Ms Word practicum report Practicum 2: Make an Ms Excel practicum report Practicum 3: Make a Ms Powerpoints 3 X 50 practicum video		<p><b>Material:</b> Microsoft Words Practicum Module <b>Library:</b> <i>Practical Module</i></p>	5%

10	Able to practice the application of information technology in solving organizational and business problems.	<p>1.9.1 Able to practice using word processing software well.</p> <p>9.1 Able to practice the use of word processing software properly.</p> <p>2.10.1 Able to practice using number processing programs well. 10.1 Able to practice the use of number processing programs properly</p> <p>3.11.1 Able to practice using visualization presentation programs well. 11.1 Able to practice the use of visualization presentation programs properly.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Practical Assessment</p>	<p>Practicum 1: Make a Ms Word practicum report</p> <p>Practicum 2: Make an Ms Excel practicum report</p> <p>Practicum 3: Make a Ms Powerpoints 3 X 50 practicum video</p>		<p><b>Material:</b> Microsoft Excel Practicum Module</p> <p><b>Library:</b> <i>Practical Module</i></p>	10%
11	Able to practice the application of information technology in solving organizational and business problems.	<p>1.9.1 Able to practice using word processing software well.</p> <p>9.1 Able to practice the use of word processing software properly.</p> <p>2.10.1 Able to practice using number processing programs well. 10.1 Able to practice the use of number processing programs properly</p> <p>3.11.1 Able to practice using visualization presentation programs well. 11.1 Able to practice the use of visualization presentation programs properly.</p>	<p><b>Criteria:</b> accuracy, suitability and mastery.</p> <p><b>Form of Assessment :</b> Practical Assessment</p>	<p>Practicum 1: Make a Ms Word practicum report</p> <p>Practicum 2: Make an Ms Excel practicum report</p> <p>Practicum 3: Make a Ms Powerpoints 3 X 50 practicum video</p>		<p><b>Material:</b> Microsoft Power Point Practicum Module</p> <p><b>Library:</b> <i>Practical Module</i></p>	10%

12	Able to practice the application of information technology in solving organizational and business problems.	12.1 Able to understand basic programming languages (example: C, Java, PHP, Python, or others). 13.1 Able to understand basic programming languages (example: C, Java, PHP, Python, or others)	<b>Criteria:</b> accuracy and suitability  <b>Form of Assessment :</b> Practical Assessment	Lecture, Practical 4: Applying a simple programming language. 3 X 50		<b>Material:</b> Practical Module Introduction to Python <b>Library:</b> <i>Practical Module</i>	10%
13	1.Able to understand global challenges and issues in the application of information technology. 2.Able to analyze the application and use of information technology in organizations and businesses.	13.1. Able to explain global challenges and issues in the world of information technology related to the application of the latest technology such as Databases and Information Systems in Organizations and Business.	<b>Criteria:</b> precision and mastery  <b>Form of Assessment :</b> Participatory Activities	Lectures, case studies, presentations 3 X 50		<b>Material:</b> Best practices in the application of information technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i>	5%
14	1.Able to understand global challenges and issues in the application of information technology. 2.Able to analyze the application and use of information technology in organizations and businesses.	14.1. Able to explain global challenges and issues in the world of information technology related to the application of the latest technology such as Artificial Intelligence and Machine Learning in Organizations and Business.	<b>Criteria:</b> precision and mastery  <b>Form of Assessment :</b> Participatory Activities	Lectures, case studies, presentations 3 X 50		<b>Material:</b> Best practices in the application of information technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i>	10%
15	1.Able to understand global challenges and issues in the application of information technology. 2.Able to analyze the application and use of information technology in organizations and businesses.	15.1. Able to explain global challenges and issues in the world of information technology related to the application of the latest technology such as Cloud Computing in Organizations and Business.	<b>Criteria:</b> precision and mastery  <b>Form of Assessment :</b> Participatory Activities, Tests	Lectures, case studies, presentations 3 X 50		<b>Material:</b> Best practices in the application of information technology <b>References:</b> <i>Edi Noersasongko, Pulung Nurtantio Andono, T. Sutojo. 2019. Introduction to Information Technology. Andi Publisher.</i>	10%
16	Final Semester Evaluation / Final Semester Examination. Final Exam	Final Semester Evaluation / Final Semester Examination	<b>Criteria:</b> Final Semester Evaluation / Final Semester Examination  <b>Form of Assessment :</b> Test	Final Semester Evaluation / Final Semester Examination. Final Exam 2 X 50			0%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Practical Assessment	35%
3.	Test	15%
		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** 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.
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.