Universitas Negeri Surabaya
Faculty of Economics and Business
Economic Education Undergraduate Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Computer application	8720303038	Study Program Elective Courses	**T=3**	**P=0**	**ECTS=4.77**	2	July 17, 2024

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 that is charged to the course**	
	PLO-8	Able to communicate well orally and in writing in learning activities
	Program Objectives (PO)	
	PO - 1	Able to use standard functions of word processing applications
	PO - 2	Able to apply presentation applications
	PO - 3	Able to use the spreadsheet function
	PO - 4	able to use audio visual applications
	PLO-PO Matrix	

P.O	PLO-8
PO-1	
PO-2	
PO-3	
PO-4	

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																
PO-3																
PO-4																

Short Course Description	Introduction and understanding of computers which include hardware, software and applications in the form of Microsoft Word, Powerpoint, Excel, Movie Maker, which can support student tasks such as making handouts, learning media as well as processing and analyzing simply the results of data for both economic and economic education assessments. Lectures are carried out using modeling and practice/practicum.

References	**Main :**

1. __. 2020. Microsoft Windows Personal.
2. __,2023. Microsoft Word . Step by Step. Microsoft Press.EMS
3. Tim. 2023. Mahir Microsoft Word 2019 & 2023 untuk Pemula . Jakarta: Elex Media Komputindo.
4. Jacobso n Reed. 2020. Microsoft Excel 2020 Visual Basic for Aplication Fundamentals. Microsoft Press.
5. Madcoms. 2019. Rumus dan Fungsi Microsoft Excel 20109untuk Pemula . Jakarta: Andi
6. Madcoms. 2019 Mahir Dalam 7Hari: Microsoft Power point 2019 . Jakarta: Andi.

Supporters:								

Supporting lecturer	Muhammad Abdul Ghofur, S.E., M.Pd. Riza Yonisa Kurniawan, 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 standard functions of word processing applications	1.using the page set up function 2.using font and paragraph functions 3.using header and footer functions 4.using the page background function 5.use the insert picture and clip art functions 6.using the column function using the insert table function	**Criteria:** Marks: Total 100 questions **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Modeling and practice 9 X 50		**Material:** Basic functions of word processing applications **Reader:** *Team. 2014. Advanced Microsoft Word 2010 & 2013 for Beginners. Jakarta: Elex Media Komputindo.*	5%
2	Understand standard functions of word processing applications	1.using the page set up function 2.using font and paragraph functions 3.using header and footer functions 4.using the page background function 5.use the insert picture and clip art functions 6.using the column function using the insert table function	**Criteria:** Marks: Total 100 questions **Form of Assessment** : Project Results Assessment / Product Assessment	Modeling and practice 9 X 50		**Material:** Understanding the standard functions of word processing applications. **Reference:** *Team. 2014. Advanced Microsoft Word 2010 & 2013 for Beginners. Jakarta: Elex Media Komputindo.*	5%

3	Understand standard functions of word processing applications	1.using the page set up function 2.using font and paragraph functions 3.using header and footer functions 4.using the page background function 5.use the insert picture and clip art functions 6.using the column function using the insert table function	**Criteria:** Marks: Total 100 questions **Form of Assessment** : Project Results Assessment / Product Assessment	Modeling and practice 9 X 50		**Material:** Understanding standard functions of word processing applications. **Reference:** _, 2000. *Microsoft Word. Step by Step. Microsoft Press. EMS* **Material:** Understanding the standard functions of word processing applications. **Reference:** *Team. 2023. Advanced Microsoft Word 2019 & 2023 for Beginners . Jakarta: Elex Media Komputindo.*	5%
4	Understanding presentation applications	2.1. know how to make a presentation 2.2. get to know backgrounds and templates 2.3. create graphs in presentations 2.4 create diagrams in presentations 2.5 Create animated images	**Criteria:** 1.Mark: 2.Total Questions = 100 **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** presentation application **Reader:** *Madcoms. 2019 Proficient in 7 Days: Microsoft Power point 2019 . Jakarta: Andi.*	5%
5	Understanding presentation applications	2.1. know how to make a presentation 2.2. get to know backgrounds and templates 2.3. create graphs in presentations 2.4 create diagrams in presentations 2.5 Create animated images	**Criteria:** 1.Mark: 2.Total Questions = 100 **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** presentation application **Reader:** *Madcoms. 2019 Proficient in 7 Days: Microsoft Power point 2019 . Jakarta: Andi.*	5%
6	Understanding presentation applications	2.1. know how to make a presentation 2.2. get to know backgrounds and templates 2.3. create graphs in presentations 2.4 create diagrams in presentations 2.5 Create animated images	**Criteria:** 1.Mark: 2.Total Questions = 100 **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** presentation application **Reader:** *Madcoms. 2019 Proficient in 7 Days: Microsoft Power point 2019 . Jakarta: Andi.*	5%

7	Understanding presentation applications	2.1. know how to make a presentation 2.2. get to know backgrounds and templates 2.3. create graphs in presentations 2.4 create diagrams in presentations 2.5 Create animated images	**Criteria:** 1. Mark: 2. Total Questions = 100 **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** presentation application **Reader:** *Madcoms. 2019 Proficient in 7 Days: Microsoft Power point 2019 . Jakarta: Andi.*	5%
8	UTS	UTS	**Criteria:** test **Form of Assessment** : Test	3 X 50 test		**Material:** UTS **Library:** *Madcoms. 2019 Proficient in 7 Days: Microsoft Power point 2019 . Jakarta: Andi.*	10%
9	Understand the basic functions of spreadsheets	3.1. create graphs 3.2. using logic function 3.3. using the Vlookup function and Hlookup function 3.4. using the Statistics function	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** spreadsheet **Reader:** *Madcoms. 2019. Microsoft Excel 20109 Formulas and Functions for Beginners. Jakarta: Andi*	5%
10	Understand the basic functions of spreadsheets	3.1. create graphs 3.2. using logic function 3.3. using the Vlookup function and Hlookup function 3.4. using the Statistics function	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** spreadsheet **Reader:** *Madcoms. 2019. Microsoft Excel 20109 Formulas and Functions for Beginners. Jakarta: Andi*	5%
11	Understand the basic functions of spreadsheets	3.1. create graphs 3.2. using logic function 3.3. using the Vlookup function and Hlookup function 3.4. using the Statistics function	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** spreadsheet **Reader:** *Madcoms. 2019. Microsoft Excel 20109 Formulas and Functions for Beginners. Jakarta: Andi*	5%
12	Understand the basic functions of spreadsheets	3.1. create graphs 3.2. using logic function 3.3. using the Vlookup function and Hlookup function 3.4. using the Statistics function	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** spreadsheet **Reader:** *Madcoms. 2019. Microsoft Excel 20109 Formulas and Functions for Beginners. Jakarta: Andi*	5%
13	Understand audio visual applications	4.1. create a combination of video and sound in presentation applications 4.2. create a combination of video and sound in the movie maker application	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** spreadsheet **Reader:** *Madcoms. 2019. Microsoft Excel 20109 Formulas and Functions for Beginners. Jakarta: Andi*	5%

14	Understand audio visual applications	4.1. create a combination of video and sound in presentation applications 4.2. create a combination of video and sound in the movie maker application	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** audio visual **Literature:** .... **Material:** audio visual **Library:** __. 2020. Microsoft Windows Personal.	10%
15	Understand audio visual applications	4.1. create a combination of video and sound in presentation applications 4.2. create a combination of video and sound in the movie maker application	**Criteria:** Project Results Assessment **Form of Assessment** : Project Results Assessment / Product Assessment	3 X 50 modeling and practice		**Material:** audio visual **Library:** __. 2020. Microsoft Windows Personal.	10%
16	UAS	test	**Criteria:** test **Form of Assessment** : Test	3 x 50 test		**Material:** UAS **Literature:** __. 2020. Microsoft Windows Personal.	10%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	2.5%
2.	Project Results Assessment / Product Assessment	77.5%
3.	Test	20%
		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.