



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																																													
Computer Applications 1	8721003006		T=3 P=0 ECTS=4.77	3	July 18, 2024																																																													
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																																													
		Brillian Rosy, S.Pd., M.Pd.																																																													
Learning model	Case Studies																																																																	
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																	
	Program Objectives (PO)																																																																	
	PLO-PO Matrix																																																																	
		P.O																																																																
	PO Matrix at the end of each learning stage (Sub-PO)																																																																	
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%;"></td> <td colspan="16" style="text-align: center; border-bottom: 1px solid black;">Week</td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>															Week																																																	
	Week																																																																	
Short Course Description	This course includes a discussion of the basic concepts of computer application theory including the understanding and scope of MS Word, MS Excel, and MS PowerPoint computer applications. Lectures are carried out using the simulation learning method.																																																																	
References	Main :																																																																	
	1. Yusmadi, S.Si. 2012. Panduan Lengkap Microsoft Word 2010. Jakarta: Jasakom. 2. Larenta, Apriyanti. 2012. Microsoft Office Word 13 Design Explorer. Jakarta: Elex Media Komputindo 3. Enterprise, Juibile. 2011. Referensi Ringkas Formula dan Fungsi Microsoft Excel 2010. Jakarta: Elex Media Komputindo. 4. Jarot S., dan kawan-kawan. 2012. Buku Pintar Office 2007 dan 2010. Jakarta: PT Transmedia.																																																																	
	Supporters:																																																																	
Supporting lecturer	Lifa Farida Panduwinata, S.Pd., M.Pd. Triesninda Pahlevi, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd. Novi Trisnawati, 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	Operate MS-Word program	1. Understand the functions of the toolbar. 2. Practice making a new paper column.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 6 X 50			0%																																																											
2							0%																																																											

3	Operate MS-Word program	1.Practice creating graphs, wordart, and formulas. 2.Practice making footnotes.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 6 X 50			0%
4							0%
5	Operate MS-Word program	1.Practice making a table of contents, table list, attachment list. 2.Practice creating mail merges.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 6 X 50			0%
6							0%
7	Operate MS-Excel program	1.Understand statistical formulas and functions and logical functions 2.Practicing statistical formulas and functions and logic functions	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 3 X 50			0%
8	UTS	UTS	Criteria: UTS	UTS 3 X 50			0%
9	Operate MS-Excel program	1.Understand formulas and reference functions and match functions 2.Practicing formulas and reference functions and match functions	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 6 X 50			0%
10							0%
11	Operate MS-Excel program	1.Understand the Hlookup and Vlookup formulas and functions 2.Practicing Hlookup and Vlookup formulas and functions	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 6 X 50			0%
12							0%
13	Operate MS-Power Point program	Create navigation buttons and animations in presentations.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 3 X 50			0%
14	Operate MS-Power Point program	1.Create audio in presentations. 2.Create videos in presentations.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 3 X 50			0%

15	Operate MS-Power Point program	Create a link to the presentation file.	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55	LectureSimulationAssignment 3 X 50			0%
16	UAS	UAS	Criteria: UAS	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.