



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 2	8721003007		T=3 P=0 ECTS=4.77	4	July 18, 2024																																	
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																	
		Brilliant Rosy, S.Pd., M.Pd.																																	
Learning model	Project Based Learning																																					
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: 10%;">P.O</td><td colspan="15"></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: 5%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 3%;">1</td><td style="width: 3%;">2</td><td style="width: 3%;">3</td><td style="width: 3%;">4</td><td style="width: 3%;">5</td><td style="width: 3%;">6</td><td style="width: 3%;">7</td><td style="width: 3%;">8</td><td style="width: 3%;">9</td><td style="width: 3%;">10</td><td style="width: 3%;">11</td><td style="width: 3%;">12</td><td style="width: 3%;">13</td><td style="width: 3%;">14</td><td style="width: 3%;">15</td><td style="width: 3%;">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 a discussion of the basic concepts of computer application theory including the understanding and scope of Microsoft Access computer applications, electronic mail management (e-filing), and creating online learning media. Lectures are carried out using the simulation learning method																																					
References	Main :																																					
	<ol style="list-style-type: none"> 1. Heryanto, Imam. 2012. Membuat Database dengan Microsoft Access. Bandung: Informatika. 2. Dipraja, Sampja. 2012. Panduan Praktis Membuat Website Gratis secara Otodidak. Pustaka Makmur. 3. Willsen, Lea. 2013.50 Trik Modifikasi Blogger-Blogspot. Jakarta: PT Elex Media Komputindo. 4. Hakim ,Rachmad S.ST. 2012. Profesional dengan Microsoft Office 2010, Jakarta: PT Elex Media Komputindo. 																																					
	Supporters:																																					
Supporting lecturer	Jaka Nugraha, S.AB., M.AB, MBA. 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	Understand and analyze e-filing for archiving	<ol style="list-style-type: none"> 1. Describe the meaning of e-filing 2. Describes the e-filing function for archiving 3. Distinguish between manual archiving and electronic archiving 	Criteria: The assessment is carried out on the following aspects: 1. Participation during lectures must take a minimum of 75 lectures (weight 2) 2. UTS is conducted once every mid-semester and is given a weight of 2. 3. Assignment assessments are given a weight of 3. 4. Final exam assessments are given a weight of 3. The final value is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Assignment and discussion 3 X 50			0%
2	Applying e-filing for incoming letters	<ol style="list-style-type: none"> 1. Describe the management of incoming mail 2. Review the instructions for use in inputting incoming letter data using e-filing 3. Rediscover incoming mail data based on the archiving system 4. Change incoming mail data 	Criteria: The assessment is carried out on the following aspects: 1. Participation during lectures must take a minimum of 75 lectures (weight 2) 2. UTS is conducted once every mid-semester and is given a weight of 2. 3. Assignment assessments are given a weight of 3. 4. Final exam assessments are given a weight of 3. The final value is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	9 X 50 Assignments and Practice			0%
3							0%
4							0%
5	Apply the disposition card using e-filing	<ol style="list-style-type: none"> 1. Describe the disposition card for incoming mail 2. Review the instructions for using a disposition card 3. Create disposition cards for incoming mail 	Criteria: The assessment is carried out on the following aspects: 1. Participation during lectures must take a minimum of 75 lectures (weight 2) 2. UTS is conducted once every mid-semester and is given a weight of 2. 3. Assignment assessments are given a weight of 3. 4. Final exam assessments are given a weight of 3. The final value is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	3 X 50 Assignments and Practice			0%

6	Applying e-filing for outgoing letters	<ol style="list-style-type: none"> 1. Describe outgoing mail management 2. Review the usage instructions for inputting outgoing mail data using e-filing 3. Process outgoing mail data with e-filing 4. Rediscover outgoing mail data based on the archiving system 5. Change outgoing mail data 	Criteria: The assessment is carried out on the following aspects: <ol style="list-style-type: none"> 1. Participation during lectures must take a minimum of 75 lectures (weight 2) 2. UTS is conducted once every mid-semester and is given a weight of 2 3. Assignment assessments are given a weight of 3 4. Final exam assessments are given a weight of 3 The final value is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	9 X 50 Assignments and Practice			0%
7							0%
8	UTS	UTS	Criteria: UTS	UTS 3 X 50			0%
9	Understand database basics	<ul style="list-style-type: none"> · Describe the meaning of a database · Examine the functions and types of databases · Create and work with databases 	Criteria: <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures must take a minimum of 75 lectures (weight 2) 3.2. UTS, conducted once every mid-semester and given a weight of 2 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 	Reading assignment 3 X 50			0%
10	Create tables and fields	<ul style="list-style-type: none"> · Understand property fields, indexing fields, primary keys, · Create reordering fields, change field sizes · Create formatting, setting and requiring fields · Create input masks, data validation, lookup fields and value lists · Modify lookup fields 		Practice 3 X 50			0%

11	Create a relational database	· Create a relational database · Create queries · Create forms · Create reports · Create forms and reports		Practice 6 X 50			0%
12	Create a relational database	· Create a relational database · Create queries · Create forms · Create reports · Create forms and reports		Practice 6 X 50			0%
13	Create a blog-based website	Create a blog-based website		Practice 3 X 50			0%
14	Creating online learning media	Describe online learning media with Edmodo Create sign up for teachers Create groups and group activities for teachers Create sign up for students Create notifications Create groups and group activities for students		Practice 6 X 50			0%
15	Creating online learning media	Describe online learning media with Edmodo Create sign up for teachers Create groups and group activities for teachers Create sign up for students Create notifications Create groups and group activities for students		Practice 6 X 50			0%
16	UAS			3 X 50			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
		0%

Notes

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.