

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

Document Code

## SEMESTER LEARNING PLAN

Courses			CODE				Сог	ırse F	amil	у	С	redi	t We	ight		SEME	STER	Co	mpilatio
COMPUTER	APPLICATIO	ON	872100312	3			Cor	npuls	ory St	udv	T	=3	P=0	ECTS=4	4.77		3		y 17, 202
AUTHORIZAT			SP Develo				Pro	gram	Subje	cts				oordinat		Study Coord	Prog	ram	, _ , _ 01
Loomin	Coope Stud														Brillian Rosy, S.Pd., M.Pd.				
Learning model	Case Stud																		
Program Learning			ram that is	char	rged t	to th	e co	urse											
Outcomes (PLO)	Program	1	tives (PO)	ato a	rospo	ncih		itudo	in ca	rnvino		typi	na m	astor du	itios	Micros	oft Off	fico ar	d learni
	PO - 2	media	a programs in to use/apply	depe	ndent	ly				, ,		,	U						
		Office	9.																
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		PC	D-2																
		PC	D-3																
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Short Course Description	This course of 10-finge Access.	e includ r typing	les a discuss g, understan	ion of ding a	f basic and s	theo cope	oretic of c	al cor ompu	iter a	s of cc pplica	ompu tions	ter a MS	ipplic Woi	ations ind rd, MS E	cludin Excel,	g basio and N	c conce IS Pov	epts ar <i>v</i> er Po	nd practio bint, Offic
References	Main :																		
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1. Alexander, Michael. 2019. Access 2019 Bible 1st Edition. New Jersey: Wiley 1st Edition 2. Anam, Khoirul dan Hadi Jauhari. 2020. Keyboarding Skill, Cara Praktis Terampil Mengetik 10 Jari. Batu: Literasi Nusantara 3. Heryanto, Imam. 2012. Membuat Database dengan Microsoft Access. Bandung: Informatika 4. Iskandar, Y. 2018. Buku Ajar Pengantar Aplikasi Komputer. Deepublish 5. Jarot S, dan kawan-kawan. 2012. Buku Pintar Office 2007 dan 2010. Jakarta: PT Transmedia 6. Larenta, Apriyanti. 2012. Microsoft Office Word – Design Explorer. Jakarta: Elex Media Komputindo Madcoms. 2017. Microsoft Access 2016 untuk Pemula. Yogyakarta: Andi 7. 8. Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: Apress 9. Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). ndependently published 10. Ulrich, Laurie. A and Cook, Ken. 2019. Accsess 2019 for Dummies 1st Edition. New jersey: John Willey & Sons, Inc 11. Yusmadi. 2012. Panduan Lengkap Microsoft Word 2010. Jakarta: Jasakom Supporters: 1. Dipraja, Sampja. 2012. Panduan Praktis Membuat Website Gratis secara Otodidak. Pustaka Makmur 2. Hakim, Rachmad. 2012. Profesional dengan Microsoft Office 2010, Jakarta: PT Elex Media Komputindo 3. University of Salford. Microsoft Access 2010. student edition complete Jaka Nugraha, S.AB., M.AB, MBA. Novi Trisnawati, S.Pd., M.Pd. Supporting lecturer Febrika Yogie Hermanto, S.Pd., M.Pd. Help Learning, Final Learning methods, Student Assignments, abilities of Learning materials Evaluation each Assessment Week-[Estimated time] learning References Weight (%) stage (Sub-PO) 1 Indicator Criteria & Form Offline ( offline ) Online ( online ) (1) (5) (8) (2) (3) (4) (6) (7) 1 Students are Video Video Tutorial, Case Criteria: Material: 1) 3% 1.Accuracy able to Tutorial, Study, Practice The explains the 1.4. Special: 90 identify basic Case Study, 3 X 50 importance of 100: importance of typing concepts and Practice typing work, 2.3. Excellent: 76 typing work 3 X 50 2) Division of apply basic 2.Accuracy 89: finger duties, typing skills 3.2. Average: 56 explains the 3) Touch division of 75; typing course 4.1. Below finger tasks lessons 2, 3, 3.Accuracy in average: 0 55 and 4.3) implementing Special mark touch typing Form of course Assessment : practice lessons 1, 2, Participatory course and 3, 4) DNA Activities lessons 2, 3, Research-the Human and 4 Genome 4.Accuracy of Project 5) applying Numpad 10special mark key Test, all course Keys, 6) The lessons 1, 2, Tale of Petter and 3 Rabbit 5.Accuracy of Library: applying Anam, Khoirul typing on and DNA Hadijauhari. Research-the 2020. Human Keyboarding Genome Skill, Practical Ways to Project 6.Accuracy of Skillfully Type with 10 typing on Fingers. Batu: Numpad 10-Archipelago key Test, all Literacy Keys 7.Accuracy in applying typing about The Tale of Petter Rabbit

2	Students are able to identify basic typing concepts and apply basic typing skills	<ol> <li>Accuracy explains the importance of typing work</li> <li>Accuracy explains the division of finger tasks</li> <li>Accuracy in implementing touch typing practice course lessons 2, 3, and 4</li> <li>Accuracy of applying special mark course lessons 1, 2, and 3</li> <li>Accuracy of applying typing on DNA Research-the Human Genome Project</li> <li>Accuracy of typing on Numpad 10- key Test, all Keys</li> <li>Accuracy in applying typing about The Tale of Petter Rabbit</li> </ol>	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55 Form of Assessment : Participatory Activities	Video Tutorial, Case Study, Practice 3 X 50	Video Tutorial, Case Study, Practice 3 X 50	Material: 1) The importance of typing work, 2) Division of finger duties, 3) Touch typing course lessons 2, 3, and 4, 3) Special mark course lessons 1, 2, and 3, 4) DNA Research-the Human Genome Project 5 ) Numpad 10- key Test, all Keys, 6) The Tale of Petter Rabbit <b>Library:</b> Anam, Khoirul and Hadijauhari. 2020. Keyboarding Skill, Practical Ways to Skillfully Type with 10 Fingers. Batu: Archipelago Literacy	3%
3	Students are able to identify basic typing concepts and apply basic typing skills	<ol> <li>Accuracy explains the importance of typing work</li> <li>Accuracy explains the division of finger tasks</li> <li>Accuracy in implementing touch typing practice course lessons 2, 3, and 4</li> <li>Accuracy of applying special mark course lessons 1, 2, and 3</li> <li>Accuracy of applying typing on DNA Research-the Human Genome Project</li> <li>Accuracy of typing on Numpad 10- key Test, all Keys</li> <li>Accuracy in applying typing about The Tale of Petter Rabbit</li> </ol>	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55 Form of Assessment : Participatory Activities	Video Tutorial, Case Study, Practice 3 X 50	Video Tutorial, Case Study, Practice 3 X 50	Material: 1) The importance of typing work, 2) Division of finger duties, 3) Touch typing course lessons 2, 3, and 4, 3) Special mark course lessons 1, 2, and 3, 4) DNA Research-the Human Genome Project 5 ) Numpad 10- key Test, all Keys, 6) The Tale of Petter Rabbit <b>Library:</b> Anam, Khoirul and Hadijauhari. 2020. Keyboarding Skill, Practical Ways to Skillfully Type with 10 Fingers. Batu: Archipelago Literacy	4%
4	Students are able to operate the MS-Word program	1.Accurate understanding of toolbar functions	Criteria: assessment Guidelines	Video Tutorials, Case Studies,	Video Tutorials, Case Studies, Practice	Material: 1) toolbar functions, 2) new paper	5%

р	Accuracy in Form of Assessment Participatory	Practice	column, 3) graphs, wordart and
n c 3.4	Activities Activities		formulas, 4) footnotes, 5) table of contents,
c g	practicing preating graphs, word art and		table list and attachment list, 6) mail merge
fc 4.A p	ormulas Accuracy in oracticing		<b>Library:</b> Iskandar, Y. 2018.
c 5.F a	ootnote creation Practice accuracy in creating a		Textbook for Introduction to Computer Applications. Deepublish
c ta	able of contents, able list and		Material: 1) toolbar functions, 2)
a 6.0	st of uttachments Correct oractice of		column, 3) graphs, wordart and
	rreating mail nerges		formulas, 4) footnotes, 5) table of contents.
			table list and attachment list, 6) mail merge
			<b>Reader:</b> Jarot S, and friends bro. 2012. Office Smart
			Books 2007 and 2010. Jakarta: PT Transmedia
			Material: 1) toolbar functions, 2)
			new paper column, 3) graphs,
			wordart and formulas, 4) footnotes, 5) table of
			contents, table list and attachment list, 6) mail
			merge <b>Library:</b> Larenta, Apriyanti.
			2012. Microsoft Office Word – Design
			Explorer. Jakarta: Elex Media Komputindo
			Material: 1) toolbar functions, 2)
			new paper column, 3) graphs, wordart and
			formulas, 4) footnotes, 5) table of contents,
			table list and attachment list, 6) mail merge
			Reader: Mercurio, Ralph. 2018.

1	1	I	I	I	I	Poginning	I
						Beginning Office 365	
						Collaboration Apps. USA:	
						Apress	
						Material: 1)	
						toolbar functions, 2)	
						new paper	
						column, 3) graphs,	
						wordart and	
						formulas, 4) footnotes, 5)	
						table of contents,	
						table list and attachment	
						list, 6) mail	
						merge Library:	
						Yusmadi. 2012.	
						Complete	
						Guide to Microsoft	
						Word 2010. Jakarta:	
						Jasakom	
						Material: 1)	
						toolbar	
						functions, 2) new paper	
						column, 3) graphs,	
						wordart and	
						formulas, 4) footnotes, 5)	
						table of contents,	
						table list and	
						attachment list, 6) mail	
						merge Reader:	
						Hakim,	
						Rachmad. 2012.	
						Professional with Microsoft	
						Office 2010, Jakarta: PT	
						Elex Media	
						Komputindo	
5	Students are	1.Accurate	Criteria:	Video	Video Tutorials, Case	Material: 1)	5%
	able to operate the	understanding of toolbar	assessment Guidelines	Tutorials, Case	Studies, Practice	toolbar functions, 2)	
	MS-Word program	functions		Studies,		new paper	
		2.Accuracy in practicing the		Practice		column, 3) graphs,	
		creation of				wordart and formulas, 4)	
		new paper columns				footnotes, 5)	
		<ol><li>Accuracy in</li></ol>				table of contents,	
		practicing creating				table list and attachment	
		graphs, word art and				list, 6) mail merge	
		formulas				Library:	
		<ol> <li>Accuracy in practicing</li> </ol>				Iskandar, Y. 2018.	
		footnote				Textbook for Introduction to	
		creation 5.Practice				Computer	
		accuracy in				Applications. Deepublish	
		creating a table of				-	
		contents, table list and				Material: 1) toolbar	
		list of				functions, 2) new paper	
		attachments 6.Correct				column, 3)	
		practice of				graphs, wordart and	

ļ	creating mail merges		formulas, 4) footnotes, 5)
			table of contents, table list and attachment list, 6) mail merge <b>Reader:</b> Jarot S, and friends bro. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia
			Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge Library: Larenta, Apriyanti. 2012. Microsoft Office Word – Design Explorer.
			Jakarta: Elex Media Komputindo Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4)
			footnotes, 5) table of contents, table list and attachment list, 6) mail merge <b>Reader:</b> <i>Mercurio,</i> <i>Ralph. 2018.</i> <i>Beginning</i> <i>Office 365</i> <i>Collaboration</i> <i>Apps. USA:</i> <i>Apress</i>
			Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge Library: Yusmadi. 2012. Complete Guide to Microsoft

						Word 2010. Jakarta: Jasakom Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge <b>Reader:</b> Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo	
6	Students are able to operate the MS-Word program	<ol> <li>Accurate understanding of toolbar functions</li> <li>Accuracy in practicing the creation of new paper columns</li> <li>Accuracy in practicing graphs, word art and formulas</li> <li>Accuracy in practicing footnote creation</li> <li>Practice accuracy in creating a table of contents, table list and list of attachments</li> <li>Correct practice of creating mail merges</li> </ol>	Criteria: assessment Guidelines Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Video Tutorials, Case Studies, Practice	Video Tutorials, Case Studies, Practice	Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge Library: Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge Reader: Jarot S, and friends bro. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia Material: 1) toolbar functions, 2) new paper column, 3) graphs, wordart and formulas, 4) footnotes, 5) table of contents, table list and attachment list, 6) mail merge Reader: Jarot S, and friends bro. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia	5%

				table list and attachment
				list, 6) mail merge <b>Library:</b>
				Larenta, Apriyanti.
				2012. Microsoft
				Office Word – Design
				Explorer. Jakarta: Elex
				Media Komputindo
				Material: 1)
				toolbar functions, 2)
				new paper column, 3)
				graphs, wordart and
				formulas, 4) footnotes, 5)
				table of contents,
				table list and attachment
				list, 6) mail merge
				Reader: Mercurio, Dolph, 2018
				Ralph. 2018. Beginning Office 365
				Collaboration Apps. USA:
				Apress
				Material: 1) toolbar
				functions, 2) new paper
				column, 3) graphs,
				wordart and formulas, 4)
				footnotes, 5) table of
				contents, table list and
				attachment list, 6) mail
				merge Library:
				Yusmadi. 2012.
				Complete Guide to
				Microsoft Word 2010. Jakarta:
				Jasakom
				Material: 1) toolbar
				functions, 2) new paper
				column, 3) graphs,
				wordart and formulas, 4)
				footnotes, 5) table of
				contents, table list and
				attachment list, 6) mail
				merge Reader:
				Hakim, Rachmad. 2012
				2012. Professional with Microsoft
				Office 2010, Jakarta: PT
				Elex Media

					Komputindo	
7	Operate MS- Excel program	<ol> <li>Accuracy in understanding reference function formulas</li> <li>Accuracy in understanding the Mach function formula</li> <li>Accuracy of practicing the reference function</li> <li>Accuracy of practicing machine functions</li> </ol>	100; 2.3. Excellent: 76 89; 3.2. Average: 56	Lectures, Simulations, Assignments 3 X 50	Material: 1) reference function formula, 2) machine function formulaReader: Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: ApressMaterial: 1) reference function formula, 2) machine function formula, 2) machine function formula. References: Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently publishedMaterial: 1) reference function formula, 2) machine function formula.References: Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently publishedMaterial: 1) reference function formula, 2) machine function formula the function formula tormula the function formula tormula tormula the function formula tormula tormula 	5%
8	UTS	UTS	Criteria: UTS Form of Assessment : Project Results Assessment / Product Assessment	UTS 3 X 50	Material: All Indicators Taught before UTS Reader: Anam, Khoirul and Hadijauhari. 2020. Keyboarding Skill, Practical Ways to Skillfully Type with 10 Fingers. Batu: Archipelago Literacy Material: All Indicators Taught before UTS Reference: Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish Material: All Indicators	20%

				Taught before
				UTS
				Reader: Jarot S, and
				s, and friends. 2012.
				Office Smart
				Books 2007
				and 2010.
				Jakarta: PT
				Transmedia
				Material: All
				Indicators
				Taught before
				UTS Reader:
				Larenta,
				Apriyanti.
				2012.
				Microsoft
				Office Word –
				Design
				Explorer.
				Jakarta: Elex
				Media Komputindo
				Material: All
				Indicators
				Taught before
				UTS
				Reference:
				Mercurio,
				Ralph. 2018.
				Beginning Office 365
				Collaboration
				Apps. USA:
				Apress
				Material: All
				Indicators
				Taught before
				UTS
				Reference:
				Michaloudis, John and
				Bryan Hong.
				2021. 101
				Best Excel
				Tips & Tricks
				(101 Excel
				Series).
				independently
				published
				Material: All
				Indicators
				Taught before
				UTS
				Reader:
				Yusmadi.
1				2012.
1				Complete
				Guide to Microsoft
				Word 2010.
				Jakarta:
				Jasakom
				Material: All
				Indicators
				Taught before
				UTS Reader:
				Hakim,
				Rachmad.
				2012.
				Professional
				with Microsoft
		1		Office 2010,
				Jakarta: PT

9	Operate MS- Excel program	<ol> <li>Accuracy in understanding the Hlookup function</li> <li>Accuracy in understanding the Vlookup function</li> <li>Accuracy of practicing the Hlookup function</li> <li>Accuracy of practicing the Vlookup function</li> </ol>	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55 Form of Assessment : Participatory Activities	Lectures, Simulations, Assignments 6 X 50		Material: 1) Hlookup function, 2) Vlookup function <b>Reader:</b> <i>Iskandar, Y.</i> 2018. Textbook for Introduction to Computer Applications. Deepublish Material: 1) Hlookup function, 2) Vlookup function, 2) Vlookup function <b>Readers:</b> <i>Michaloudis,</i> John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently published Material: 1) Hlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function <b>Readers:</b> Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo	5%
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10	Operate MS- Excel program	<ol> <li>Accuracy in understanding the Hlookup function</li> <li>Accuracy in understanding the Vlookup function</li> <li>Accuracy of practicing the Hlookup function</li> <li>Accuracy of practicing the Vlookup function</li> </ol>	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55 Form of Assessment : Participatory Activities	Lectures, Simulations, Assignments 6 X 50	Material: 1) Hlookup function, 2) Vlookup function Reader: Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish Material: 1) Hlookup function, 2) Vlookup function Readers: Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently published Material: 1) Hlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function Readers: Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT	5%

11	Operate MS- Excel program	<ol> <li>Accuracy in understanding the Hlookup function</li> <li>Accuracy in understanding the Vlookup function</li> <li>Accuracy of practicing the Hlookup function</li> <li>Accuracy of practicing the Vlookup function</li> </ol>	Criteria: 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75; 4.1. Below average: 0 55 Form of Assessment : Participatory Activities	Lectures, Simulations, Assignments 6 X 50	Material: 1) Hlookup function, 2) Vlookup function Reader: Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish Material: 1) Hlookup function, 2) Vlookup function Readers: Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently published Material: 1) Hlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function, 2) Vlookup function Readers: Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media	5%
12	Students are able to operate the Ms-Access program	<ol> <li>Students are able to understand and operate the functions and types of databases</li> <li>Students are able to understand and operate Fields</li> <li>Students are able to understand and operate primary keys, reordering fields</li> <li>Students are able to understand and operate changing field size, format, setting and requiring fields</li> <li>Students are able to understand and operate changing field size, format, setting and requiring fields</li> <li>Students are able to understand and operate changing field size, format, setting and requiring fields</li> </ol>	Criteria: assessment Guidelines Form of Assessment : Participatory Activities	Lectures, Simulations, Assignments	Komputindo Material: 1) Database functions and types, 2) Field properties, indexing fields, 3) Primary key, reordering fields, 4) Changing fields, 4) Changing fields, 5) Input mask, data validation, lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Library: Alexander, Michael. 2019. Access 2019 Bible 1st Edition. New Jersey: Wiley 1st Edition Material: 1) Database functions and types, 2) Field	5%

and value lists, lookup fields 6.Students are able to understand and operate Relational databases in access 7.Students are able to understand and operate queries on access 8.Students are able to understand and operate forms on access

properties, indexing fields, 3) Primary key, reordering fields, 4) Changing field size, format, setting and requiring fields, 5) Input mask, data validation, lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Library: Madcoms. 2017. Microsoft Access 2016 for Beginners. Yogyakarta: Andi Material: 1) Database functions and types, 2) Field properties, indexing fields, 3) Primary key, reordering fields, 4) Changing field size, format, setting and requiring fields, 5) Input mask, data validation, lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Reader: Ulrich, Laurie. A and Cook, Ken. 2019. Access 2019 for Dummies 1st Edition. New Jersey: John Willey & Sons, Inc Material: 1) Database functions and types, 2) Field properties, indexing fields, 3) Primary key, reordering fields, 4) Changing field size, format, setting and requiring fields, 5) Input mask, data validation,

					a li F d a a F a L L S S M <i>A</i> <i>A</i> S S e e	ookup fields and values ist, lookup ields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Joiversity of</b> Salford. Vicrosoft Access 2010. student edition complete	
13	Students are able to operate the Ms-Access program	<ol> <li>Students are able to understand and operate the functions and types of databases</li> <li>Students are able to understand and operate Fields properties, indexing fields</li> <li>Students are able to understand and operate primary keys, reordering fields</li> <li>Students are able to understand and operate changing field size, format, setting and requiring fields</li> <li>Students are able to understand and operate changing field size, format, setting and requiring fields</li> <li>Students are able to understand and operate input masks, data validation, lookup fields and value lists, lookup fields</li> <li>Students are able to understand and operate Relational databases in access</li> <li>Students are able to understand and operate queries on access</li> <li>Students are able to understand and operate queries on access</li> </ol>	Criteria: assessment Guidelines	Lectures, Simulations, Assignments	E fin ty printing Francisco Angeles and Angele	Material: 1) Database unctions and ypes, 2) Field properties, ndexing ields, 3) Primary key, eordering ields, 3) Primary key, eordering ields, 4) Changing ield size, ormat, setting and requiring ields, 5) Input mask, data validation, ookup fields and values ist, lookup ields, 6) Relational database in access, 7) Query in access, 8) Forms in access, 8) Forms in access Library: Alexander, Wichael. 2019. Access 2019. Bible 1st Edition. New Jersey: Wiley Ist Edition Material: 1) Database unctions and ypes, 2) Field properties, ndexing ields, 3) Primary key, eordering ields, 5) Input mask, data validation, ookup fields and requiring ields, 5) Input mask, data validation, ookup fields and values ist, lookup ields, 6) Relational database in access, 8) Forms in access, 7) Query in access, 8) Forms in access, 8) Forms in access Library: Madcoms. 2017.	5%

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						Access 2016	
						for Beginners.	
						Yogyakarta:	
						Andi	
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						Primary key,	
						reordering	
						fields, 4)	
						Changing	
						field size,	
						format, setting	
						and requiring	
						fields, 5) Input	
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						validation,	
						lookup fields and values	
						list, lookup	
						fields, 6)	
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						database in	
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14	Studente ara	1 contract	Critoria			lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Library:</b> University of Salford. Microsoft Access 2010. student edition complete	504
14	Students are able to	1.Students are	Criteria:	Lectures, Simulations		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Library: University of Salford. Microsoft Access 2010. student edition complete Materials: 1)	5%
14	able to operate the	able to create	1.4. Special: 90	Simulations,		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Library:</b> University of Salford. Microsoft Access 2010. student edition complete Materials: 1) Creating	5%
14	able to operate the Ms-Power	able to create navigation	1.4. Special: 90 100;	Simulations, Assignments		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Library: University of Salford. Microsoft Access 2010. student edition complete Materials: 1) Creating navigation	5%
14	able to operate the Ms-Power Point	able to create navigation and animation	1.4. Special: 90 100; 2.3. Excellent: 76	Simulations,		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Library:</b> University of Salford. Microsoft Access 2010. student edition complete Materials: 1) Creating	5%
14	able to operate the Ms-Power	able to create navigation and animation in	1.4. Special: 90 100; 2.3. Excellent: 76 89;	Simulations, Assignments		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Library:</b> <i>University of</i> <i>Salford.</i> <i>Microsoft</i> <i>Access 2010.</i> <i>student</i> <i>edition</i> <i>complete</i> <b>Materials:</b> 1) Creating navigation buttons and	5%
14	able to operate the Ms-Power Point	able to create navigation and animation in presentations	1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56	Simulations, Assignments		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access <b>Library:</b> <i>University of</i> <i>Salford.</i> <i>Microsoft</i> <i>Access 2010.</i> <i>student</i> <i>edition</i> <i>complete</i> <b>Materials:</b> 1) Creating navigation buttons and animations in	5%
14	able to operate the Ms-Power Point	able to create navigation and animation in	1.4. Special: 90 100; 2.3. Excellent: 76 89;	Simulations, Assignments		lookup fields and values list, lookup fields, 6) Relational database in access, 7) Query in access, 8) Forms in access Library: University of Salford. Microsoft Access 2010. student edition complete Materials: 1) Creating navigation buttons and animations in presentations,	5%

		able to create	4.1. Below			presentations,	
		audio in presentations	average: 0 55			<ol> <li>videos in presentations,</li> </ol>	
		3.Students are	Form of			4) links in	
		able to make	Assessment : Participatory			presentation files	
		videos in presentations	Activities			References: Iskandar, Y.	
		<ol><li>Students are</li></ol>				2018.	
		able to create links to				Textbook for Introduction to	
		presentation				Computer	
		files				Applications. Deepublish	
						Deepublish	
						Materials: 1)	
						Create navigation	
						buttons and animations in	
						presentations,	
						<ol> <li>audio in presentations,</li> </ol>	
						3) video in	
						presentations, 4) links in	
						presentation	
						files Reader: Jarot	
						S, and	
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						presentations, 2) audio in	
						presentations, 3) video in	
						presentations,	
						<ol> <li>links in presentation</li> </ol>	
						files	
						Reader: Mercurio,	
						Ralph. 2018.	
						Beginning Office 365	
						Collaboration	
						Apps. USA: Apress	
						Materials: 1) Creating	
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						presentations, 2) audio in	
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						<ol> <li>video in presentations,</li> </ol>	
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15	Students are	1.Students are	Criteria:	Lectures,		Materials: 1)	5%
	able to operate the	able to create navigation	1.4. Special: 90 100;	Simulations, Assignments		Creating navigation	
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	program		89;			animations in	

16     UAS     UAS     Criteria:     UAS     UAS     Criteria:     UAS     Material::11       17     Transmedia       18     UAS     Criteria:     UAS     Material::12
Id     OAS     OAS     Material       UAS     3 X 50     material       Form of     UTS

	Project Results Assessment / Product Assessment		Reader: Alexander, Michael. 2019. Access 2019 Bible 1st Edition. New
			Jersey: Wiley 1st Edition Material: All
			material taught after UTS <b>Reader:</b> Heryanto, Imam. 2012. Creating a Database with Microsoft Access. Bandung: Informatics
			Material: All material taught after UTS Library: Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish
			Material: All material taught after UTS Reader: Jarot S, and friends. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia
			Material: All material taught after UTS Library: Madcoms. 2017. Microsoft Access 2016 for Beginners. Yogyakarta: Andi
			Material: All material taught after UTS Reader: Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: Apress
			Material: All material taught after UTS Reader: Ulrich, Laurie. A and Cook, Ken. 2019. Access 2019 for Dummies 1st Edition. New Jersey: John Willey &

			Sons, Inc
			Material: All
			material
			taught after
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			Salford.
			Microsoft
			Access 2010.
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			Elex Media
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## Evaluation Percentage Recap: Case Study

No	No Evaluation					
1.	Participatory Activities	50%				
2.	Project Results Assessment / Product Assessment	50%				
		100%				

## 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.
- 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, 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.