		Document Code
![UNESA logo]	**Universitas Negeri Surabaya** **Faculty of Economics and Business,** **Bachelor of Science in Office Administration Education Study Program**	

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
COMPUTER APPLICATION	8721003123	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	3	July 17, 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 that is charged to the course**
	Program Objectives (PO)
	PO - 1 Able to demonstrate a responsible attitude in carrying out typing master duties, Microsoft Office and learning media programs independently
	PO - 2 Able to use/apply concepts and theories of office administration science in ten-finger typing practice, Microsoft Office.
	PO - 3 Able to make appropriate decisions to solve problems in using the Typing Master application, Microsoft Office and learning media programs

PLO-PO Matrix

P.O
PO-1
PO-2
PO-3

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																

Short Course Description	This course includes a discussion of basic theoretical concepts of computer applications including basic concepts and practice of 10-finger typing, understanding and scope of computer applications MS Word, MS Excel, and MS Power Point, Office Access.

References	**Main :**

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
7. Madcoms. 2017. Microsoft Access 2016 untuk Pemula. Yogyakarta: Andi
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

Supporting lecturer	Jaka Nugraha, S.AB., M.AB, MBA. Novi Trisnawati, S.Pd., M.Pd. Febrika Yogie Hermanto, 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	Students are able to identify basic typing concepts and apply basic typing skills	1. Accuracy explains the importance of typing work 2. Accuracy explains the division of finger tasks 3. Accuracy in implementing touch typing practice course lessons 2, 3, and 4 4. Accuracy of applying special mark course lessons 1, 2, and 3 5. Accuracy of applying typing on DNA Research-the Human Genome Project 6. Accuracy of typing on Numpad 10-key Test, all Keys 7. Accuracy in applying typing about The Tale of Petter Rabbit	**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 **Library:** *Anam, Khoirul and Hadijauhari. 2020. Keyboarding Skill, Practical Ways to Skillfully Type with 10 Fingers. Batu: Archipelago Literacy*	3%

2	Students are able to identify basic typing concepts and apply basic typing skills	1. Accuracy explains the importance of typing work 2. Accuracy explains the division of finger tasks 3. Accuracy in implementing touch typing practice course lessons 2, 3, and 4 4. Accuracy of applying special mark course lessons 1, 2, and 3 5. Accuracy of applying typing on DNA Research-the Human Genome Project 6. Accuracy of typing on Numpad 10-key Test, all Keys 7. Accuracy in applying typing about The Tale of Petter Rabbit	**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 **Library:** *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	1. Accuracy explains the importance of typing work 2. Accuracy explains the division of finger tasks 3. Accuracy in implementing touch typing practice course lessons 2, 3, and 4 4. Accuracy of applying special mark course lessons 1, 2, and 3 5. Accuracy of applying typing on DNA Research-the Human Genome Project 6. Accuracy of typing on Numpad 10-key Test, all Keys 7. Accuracy in applying typing about The Tale of Petter Rabbit	**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 **Library:** *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%

				Form of Assessment : Participatory Activities	Practice		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*
			2. Accuracy in practicing the creation of new paper columns 3. Accuracy in practicing creating graphs, word art and formulas 4. Accuracy in practicing footnote creation 5. Practice accuracy in creating a table of contents, table list and list of attachments 6. Correct practice of creating mail merges				**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 **Library:** *Larenta, Apriyanti. 2012. Microsoft Office Word – Design Explorer. Jakarta: Elex Media Komputindo*
				Form of Assessment : Participatory Activities	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 **Reader:** *Mercurio, 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. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	
5	Students are able to operate the MS-Word program	1.Accurate understanding of toolbar functions 2.Accuracy in practicing the creation of new paper columns 3.Accuracy in practicing creating graphs, word art and formulas 4.Accuracy in practicing footnote creation 5.Practice accuracy in creating a table of contents, table list and list of attachments 6.Correct practice of	**Criteria:** assessment Guidelines	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	5%

		creating mail merges				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 **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 **Reader:** *Mercurio, 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. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	
6	Students are able to operate the MS-Word program	1. Accurate understanding of toolbar functions 2. Accuracy in practicing the creation of new paper columns 3. Accuracy in practicing creating graphs, word art and formulas 4. Accuracy in practicing footnote creation 5. Practice accuracy in creating a table of contents, table list and list of attachments 6. Correct practice of creating mail merges	**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,	5%

							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 **Reader:** *Mercurio, 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. Professional with Microsoft Office 2010, Jakarta: PT Elex Media*	

						Komputindo	
7	Operate MS-Excel program	1. Accuracy in understanding reference function formulas 2. Accuracy in understanding the Mach function formula 3. Accuracy of practicing the reference function 4. Accuracy of practicing machine functions	**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, Project Results Assessment / Product Assessment	Lectures, Simulations, Assignments 3 X 50		**Material:** 1) reference function formula, 2) machine function formula **Reader:** *Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: Apress* **Material:** 1) reference function formula, 2) machine function formula. **References:** *Michaloudis, John and Bryan Hong. 2021. 101 Best Excel Tips & Tricks (101 Excel Series). independently published* **Material:** 1) reference function formula, 2) machine function formula **Reader:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	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 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. 2012. Complete Guide to Microsoft Word 2010. Jakarta: Jasakom*	
						Material: All Indicators Taught before UTS **Reader:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	

| 9 | Operate MS-Excel program | 1. Accuracy in understanding the Hlookup function
2. Accuracy in understanding the Vlookup function
3. Accuracy of practicing the Hlookup function
4. Accuracy of practicing the Vlookup function | **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 **Readers:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo* | 5% |

| 10 | Operate MS-Excel program | 1. Accuracy in understanding the Hlookup function
2. Accuracy in understanding the Vlookup function
3. Accuracy of practicing the Hlookup function
4. Accuracy of practicing the Vlookup function | **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
Readers: *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo* | 5% |

| 11 | Operate MS-Excel program | 1. Accuracy in understanding the Hlookup function 2. Accuracy in understanding the Vlookup function 3. Accuracy of practicing the Hlookup function 4. Accuracy of practicing the Vlookup function | **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 **Readers:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo* | 5% |
| 12 | Students are able to operate the Ms-Access program | 1. Students are able to understand and operate the functions and types of databases 2. Students are able to understand and operate Fields properties, indexing fields 3. Students are able to understand and operate primary keys, reordering fields 4. Students are able to understand and operate changing field size, format, setting and requiring fields 5. Students are able to understand and operate input masks, data validation, lookup fields | **Criteria:** assessment Guidelines **Form of Assessment** : Participatory Activities | Lectures, Simulations, Assignments | | **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 **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,	

						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*	
13	Students are able to operate the Ms-Access program	1.Students are able to understand and operate the functions and types of databases 2.Students are able to understand and operate Fields properties, indexing fields 3.Students are able to understand and operate primary keys, reordering fields 4.Students are able to understand and operate changing field size, format, setting and requiring fields 5.Students are able to understand and operate input masks, data validation, lookup fields 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	**Criteria:** assessment Guidelines	Lectures, Simulations, Assignments		**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 **Library:** *Alexander, Michael. 2019. Access 2019 Bible 1st Edition. New Jersey: Wiley 1st Edition* **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 **Library:** *Madcoms. 2017.*	5%

						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, 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*	
14	Students are able to operate the Ms-Power Point program	1.Students are able to create navigation and animation in presentations 2.Students are	**Criteria:** 1.4. Special: 90 100; 2.3. Excellent: 76 89; 3.2. Average: 56 75;	Lectures, Simulations, Assignments 3 X 50		**Materials:** 1) Creating navigation buttons and animations in presentations, 2) audio in	5%

		able to create audio in presentations 3.Students are able to make videos in presentations 4.Students are able to create links to presentation files	4.1. Below average: 0 55 **Form of Assessment** : Participatory Activities			presentations, 3) videos in presentations, 4) links in presentation files **References:** *Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish*	
						Materials: 1) Create navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Reader:** *Jarot S, and friends. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia*	
						Materials: 1) Creating navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Reader:** *Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: Apress*	
						Materials: 1) Creating navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Pustaka:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	
15	Students are able to operate the Ms-Power Point program	1.Students are able to create navigation and animation	**Criteria:** 1.4. Special: 90 100; 2.3. Excellent: 76 89;	Lectures, Simulations, Assignments 3 X 50		**Materials:** 1) Creating navigation buttons and animations in	5%

		in presentations 2. Students are able to create audio in presentations 3. Students are able to make videos in presentations 4. Students are able to create links to presentation files	3.2. Average: 56 75; 4.1. Below average: 0 55 **Form of Assessment** : Participatory Activities			presentations, 2) audio in presentations, 3) videos in presentations, 4) links in presentation files **References:** *Iskandar, Y. 2018. Textbook for Introduction to Computer Applications. Deepublish* **Materials:** 1) Create navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Reader:** *Jarot S, and friends. 2012. Office Smart Books 2007 and 2010. Jakarta: PT Transmedia* **Materials:** 1) Creating navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Reader:** *Mercurio, Ralph. 2018. Beginning Office 365 Collaboration Apps. USA: Apress* **Materials:** 1) Creating navigation buttons and animations in presentations, 2) audio in presentations, 3) video in presentations, 4) links in presentation files **Pustaka:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*	
16	UAS	UAS	**Criteria:** UAS **Form of Assessment** :	UAS 3 X 50		**Material:** All material taught after UTS	25%

				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 **Reader:** *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 UTS **Library:** *University of Salford. Microsoft Access 2010. student edition complete*
								Material: All material taught after UTS **Reader:** *Hakim, Rachmad. 2012. Professional with Microsoft Office 2010, Jakarta: PT Elex Media Komputindo*

Evaluation Percentage Recap: Case Study

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