



Universitas Negeri Surabaya
Faculty of Education
Undergraduate Guidance and Counseling Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Information Technology and Guidance Media	8620103175		T=3	P=0	ECTS=4.77	2	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Dr. Evi Winingsih, S.Pd., M.Pd.

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																	
	Program Objectives (PO)																																	
	PLO-PO Matrix																																	
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 100px; height: 30px;">P.O</td> </tr> </table>	P.O																																
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PO Matrix at the end of each learning stage (Sub-PO)	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2" style="width: 30px; height: 30px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">7</td> <td style="width: 20px;">8</td> <td style="width: 20px;">9</td> <td style="width: 20px;">10</td> <td style="width: 20px;">11</td> <td style="width: 20px;">12</td> <td style="width: 20px;">13</td> <td style="width: 20px;">14</td> <td style="width: 20px;">15</td> <td style="width: 20px;">16</td> </tr> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	P.O		Week																															
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																		

Short Course Description	Study of information technology in guidance and counseling, use of Microsoft Word in guidance and counseling, use of Microsoft Excel in guidance and counseling, use of blogs in guidance and counseling, use of Google Drive in guidance and counseling, development of application software in guidance and counseling. Lectures with a system of presentations, discussions, project assignments, and reflection.
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References	Main :
	<ol style="list-style-type: none"> 1. Purnomo, C.H. 2014. 750 Tip dan Trik Microsoft Office Word, Excel, dan Power Point. All Version. Jakarta: Mediakita 2. Enterprise J. 2007. Tricks Cepat Membuat Blog dengan Wordpress. Jakarta: PT Elex Media Komputindo 3. Jarot. 2012. Buku Pintar Microsoft Office . Jakarta: Mediakita
	Supporters:

Supporting lecturer	Prof. Dr. Mochamad Nursalim, M.Si. Bambang Dibyo Wiyono, S.Pd., M.Pd. Dr. Evi Winingsih, S.Pd., M.Pd.
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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	Understanding of Technology and information in BK;	Able to explain Technology and Information in BK;	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Project Learning, Cooperative Learning 3 X 50		0%
2	Understanding of Technology and information in BK;	Able to explain Technology and Information in BK;	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Project Learning, Cooperative Learning 3 X 50		0%
3	Introduction, Understanding and Utilization of BK Application Software;	Able to enter data, analyze data, prepare reports	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Project Learning, Cooperative Learning 4 X 50		0%
4	Introduction, Understanding and Utilization of BK Application Software;	Able to enter data, analyze data, prepare reports	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Project Learning, Cooperative Learning 4 X 50		0%
5	Able to create documents using Microsoft Word icons	Able to operate icons in Microsoft Word in the context of preparing scientific work	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Cooperative learning 4 X 50 Project Learning		0%
6	Able to create documents using Microsoft Word icons	Able to operate icons in Microsoft Word in the context of preparing scientific work	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Cooperative learning 4 X 50 Project Learning		0%
7	Understanding of the operation of icons, formulas, and creating worksheets in Microsoft Excel	Able to operate icons, formulas, and create worksheets in Microsoft Excel in the context of developing BK assessments	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	2 X 50 project learning		0%
8	UTS			3 X 50		0%
9	Development of BK applications based on Microsoft Excel	Able to operate Microsoft Excel in order to develop BK applications	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	3 X 50 project learning		0%
10	Development of BK applications based on Microsoft Excel	Able to operate Microsoft Excel in order to develop BK applications	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	3 X 50 project learning		0%
11	Development of BK applications based on Microsoft Excel	Able to operate Microsoft Excel in order to develop BK applications	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	3 X 50 project learning		0%
12	Develop and manage blogs and websites	Able to develop and manage blocks and web for BK socialization	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	6 X 50 project learning		0%

13	Develop and manage blogs and websites	Able to develop and manage blogs and web for BK socialization	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	6 X 50 project learning			0%
14	Developed Google forms for data collection and analysis	Able to develop Google forms for data collection and analysis	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	3 X 50 Project Learning			0%
15	Developed Google forms for data collection and analysis	Able to develop Google forms for data collection and analysis	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	3 X 50 Project Learning			0%
16							0%

Evaluation Percentage Recap: Case Study

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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.