			Document Code
	Universitas Negeri Surabaya **Faculty of Economics and Business** **Bachelor of Management Study Program**		

SEMESTER LEARNING PLAN

Courses		CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Computer application		6120103014		T=3	P=0	ECTS=4.77	0	July 18, 2024
AUTHORIZATION		**SP Developer**		**Course Cluster Coordinator**			**Study Program Coordinator**	
		....		....			Yuyun Isbanah, S.E., M.SM.	

Learning model	Case Studies
Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**
	Program Objectives (PO)
	PLO-PO Matrix
	P.O
	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

Short Course Description	The Computer Practice course places more emphasis on providing material that provides an understanding of the use of information technology in the form of data processing (spreadsheets). The program used is MS Excel which begins with an introduction to the program to the implementation of using the menus provided by Excel, both in the fields of finance, marketing and in the field of human resources. The Excel program is used to solve management problems using logic functions, financial planning (loans and installments), marketing strategy (sales and production planning), HR planning (pension and severance pay programs). Powerpoint program to complete managerial work, through the use of layouts and themes, adding animation, sound and movies to increase the quality of student presentations. The output of this course is an application assignment according to the topic/syllabus material which is stored on the computer in the computer lab with their respective folder names.
References	**Main :**

1. . Kusrianto, Adi. 2014.Menampilkandan Mengolah Data Excel dengan Formula dan Fungsi. Jakarta: PT Elex MediaKomputindo
2. . Arifin, Johar. 2008. StatistikBisnis Terapan. Jakarta: PT. Elex Media
3. Arifin, Johar. 2007. Aplikasi Excel untuk Akuntansi ManajemenModern. Jakarta: PT Elex Media

	Supporters:
Supporting lecturer	Dr. Ahmad Ajib Ridlwan, S.Pd., M.SEI.

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	Able to practice the functions contained in MS Excel	Can practice basic Excel functions		Demonstration and practice 6 X 50			0%
2							0%
3							0%
4	Able to practice logical functions and the use of logical operators	Can practice single and nested if functions as well as the use of the if logical operator		4 X 50 Demonstration and Practice			0%
5							0%
6	Able to practice simple and complex lookup functions	Can practice the lookup function vertically and horizontally. Simple or complex		4 X 50 demonstration and practice			0%
7							0%
8	Midterm exam			2 X 50			0%
9	Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel	Can create an application for calculating installments with a certain period of time		4 X 50 demonstration and practice			0%
10							0%
11	Students are able to create marketing strategies by utilizing the database function menu	Can create an application related to the marketing field		Demonstration and practice 6 X 50			0%
12							0%
13							0%
14	Students are able to create HR planning programs using reference and lookup menus	Can create an application related to personnel		4 X 50 demonstration and practice			0%
15							0%
16	Final exams			2 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.