



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

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																
Computer Practice	6120106176	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	5	July 17, 2024																																
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																	
	Agus Frianto, ST., SE., MM.		Dwiarko Nugrohoseno, S.Psi., MM.			Yuyun Isbanah, S.E., M.SM.																																	
Learning model	Project Based Learning																																						
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																						
	Program Objectives (PO)																																						
	PLO-PO Matrix																																						
		P.O																																					
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 (spread sheets). The program used is MS Excel which begins with an introduction to the program through to implementing the use of 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). Power point program to complete managerial work, through the use of layouts and themes, adding animation, sound and movies to increase the quality of student presentations. Word program for managing pages in papers. 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 name folders.																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> </table>							P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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References	<p>Main :</p> <ol style="list-style-type: none"> . Kusrianto, Adi. 2014. Menampilkandan Mengolah Data Excel dengan Formula dan Fungsi . Jakarta: PT Elex MediaKomputindo . Arifin, Johar. 2008. Statistik Bisnis Terapan . Jakarta: PT Elex Media . Arifin, Johar. 2007. Aplikasi Excel untuk Akuntansi ManajemenModern . Jakarta: PT Elex Media <p>Supporters:</p>																																						
Supporting lecturer	Agus Frianto, S.T., S.E., M.M. Widyastuti, S.Si., M.Si. R.A. Sista Paramita, S.E., M.Si. Riska Dhenabayu, S.Kom., M.M. Achmad Kautsar, S.E., M.M. Fandi Fatoni, S.Pd., M.SM. Rasyidi Faiz Akbar, S.E., M.M.																																						
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 use the functions contained in MS Excel	Create graphs with various views.	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50 demonstration and practice		<p>Material: Excel Library: . <i>Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo</i></p> <hr/> <p>Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media</i></p>	5%
2	Students are able to use the functions contained in MS Excel	Create graphs with various views.	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50 demonstration and practice		<p>Material: Excel Library: . <i>Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo</i></p> <hr/> <p>Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media</i></p>	5%
3	Students are able to use the functions contained in MS Excel	Create graphs with various views.	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	3 X 50 demonstration and practice		<p>Material: Excel Library: . <i>Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo</i></p> <hr/> <p>Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media</i></p>	5%
4	Students are able to use the functions contained in MS Excel	Create graphs with various views.	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	3 X 50 demonstration and practice		<p>Material: Excel Library: . <i>Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo</i></p> <hr/> <p>Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media</i></p>	5%

5	Able to use logical functions and use logical operators	Using single and nested if functions	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: Excel Library: . Kusrianto, Adi. 2014. <i>Displaying and Processing Excel Data with Formulas and Functions</i> . Jakarta: PT Elex MediaKomputindo Material: Excel Library: . Arifin, Johar. 2008. <i>Applied Business Statistics</i> . Jakarta: PT Elex Media Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting</i> . Jakarta: PT Elex Media	0%
6	Able to use logical functions and use logical operators	Using single and nested if functions	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: Excel Library: . Kusrianto, Adi. 2014. <i>Displaying and Processing Excel Data with Formulas and Functions</i> . Jakarta: PT Elex MediaKomputindo Material: Excel Library: . Arifin, Johar. 2008. <i>Applied Business Statistics</i> . Jakarta: PT Elex Media Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting</i> . Jakarta: PT Elex Media	0%
7	Able to use simple and complex lookup functions	1. Using the lookup function 2. Using the lookup logical operator	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: Excel Library: . Kusrianto, Adi. 2014. <i>Displaying and Processing Excel Data with Formulas and Functions</i> . Jakarta: PT Elex MediaKomputindo Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting</i> . Jakarta: PT Elex Media	0%
8	MIDTERM EXAM		Form of Assessment : Project Results Assessment / Product Assessment, Test	3 X 50			20%

9	Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel	1. Prepare a loan and installment table 2. Calculating school fees 3. Calculate projected project profits	Criteria: holistic rubric Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice			5%
10	Students are able to create marketing strategies by utilizing the database function menu	1. Calculating sales planning and production of goods 2. Calculating customer satisfaction survey results 3. Measuring customer loyalty	Criteria: holistic rubric Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice			5%
11	Students are able to create HR planning programs using reference and lookup menus	1. Prepare pension program plans and the amount of severance pay to employees 2. Create a Monte Carlo simulation 3. Calculating the minimization of training costs 4. Make employee assignments.	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: Excel Library: . <i>Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo</i> Material: Excel Reader: Arifin, Johar. 2007. <i>Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media</i>	5%
12	Students are able to make effective presentations to complete managerial work	1. Create effective power points 2. Using layouts and themes	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: statistics Bibliography: . <i>Arifin, Johar. 2008. Applied Business Statistics. Jakarta: PT Elex Media</i>	3%
13	Students are able to make effective presentations to complete managerial work	Using animation, sound and movies	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice		Material: ppt References: . <i>Arifin, Johar. 2008. Applied Business Statistics. Jakarta: PT Elex Media</i>	0%
14	Students are able to manage pages in Microsoft Word and create a table of contents.	1. Using the styles menu in a Word document 2. Using the tabs menu in a Word document. 3. Using the layout menu in a Word document	Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice			4%
15	Students are able to manage pages in Microsoft Word and create a table of contents.	1. Using header and footer menus in Word documents. 2. Using the table of content menu in a Word document.	Criteria: holistic rubric Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 demonstration and practice			3%

16	FINAL EXAMS		Form of Assessment : Test	3 X 50			30%
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Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	5%
2.	Project Results Assessment / Product Assessment	50%
3.	Test	40%
		95%

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.