

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

Document Code

## SEMESTER LEARNING PLAN

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Courses			CODE	CODE			Course Family			Credit Weight			SEI	MESTE	ER	Co Dat	mpilati te	ion		
MPK-Computer Practice			6120106195 Compu Progra										6 July 17, 2		/ 17, 20	024				
AUTHORIZAT	ION		SP Develop	P Developer Course Cluster Coordinator Study Program Coord							inator									
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Learning model	Project Based L	ect Based Learning																		
Program	PLO study program that is charged to the course																			
Learning Outcomes	PLO-14	(PLO 1) Graduates are able to master management theory as a whole																		
(PLO)	Program Object	tives	(PO)																	
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	PO - 3		Students are g animation,													e use (	of layo	uts an	d them	nes,
	PO - 4	P5. S	P5. Students are able to manage pages in Microsoft Word.																	
	PO - 5		Students are cations learni				ntellig	ent, ir	ndep	enden	t, res	ponsi	ble, th	orough	and	tough	charac	ter in	Comp	uter
	PLO-PO Matrix		,	-																
			P.O PO-1 PO-2 PO-3 PO-4 PO-5			D-14														
	PO Matrix at th	e end of each learning stage (Sub-PO)																		
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Short Course Description	This course is in provides an unde MS Excel which the fields of finar logic functions, fi and severance p animation, sound of this course is: create informativ employee databa	erstand begins ice, ma nancia ay pro and m MS W e PPT	ling of the us with an intro arketing and i I planning (lo ograms). Pow novies to incre Vord: student displays in p	e of in oduction of the oans a ver po ease t s are oresen	nform on to field and in pint pr the qu able ntatior	ation the p of hui stallm ograr uality to ma s of	techr rogra man r nents) n to o of stu ake L LRK,	nology m thre resour , mar compl dent p .RK a LAK,	/ in tl ough ces. ketin ete r orese nd L and	he form to imp The E g strat managentation AK ac Semir	m of pleme excel tegy perial ns. W cordi	data p progra (sales work, /ord p ng to	the us am is am is and p throu rogran the te	sing (spi se of the used to s production gh the u n for main mplate.	read e mer solve on pla use o nagin Powe	sheets nus pro mana anning) f layou g page er Poin	). The wided gemen , HR p its and es in pa it: Stuc	progra by Exc lanning lanning hers. dents a	am use cel, boti ems us g (pens es, ado The out are able	d is h in sing sion ding tput e to

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	(Sub-PO)	Indicator	Criteria & Form	Offline ( offline )	Online ( online )	[ References ]	
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1	<ol> <li>Students are able to use the functions contained in MS Excel</li> <li>Able to use logical functions and use logical operators.</li> <li>Able to use simple and complex lookup functions.</li> <li>Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel.</li> <li>Students are able to create marketing strategies by utilizing the database function menu.</li> <li>Students are able to create HR planning programs using reference and lookup menus.</li> <li>Students are able to make effective presentations to complete managerial work.</li> <li>Students are able to manage pages in Microsoft Word and create a table of contents.</li> </ol>	<ol> <li>Create graphics with various views; Displays numbers in various formats; Using excel functions (date, text, statistics, and financial).</li> <li>Using single and nested if functions; Using the logical operator if.</li> <li>Using the lookup function; Using the lookup function; Using the lookup function; Using the lookup function;</li> <li>Calculating school fees; Calculating school fees; Calculating sales planning and production of goods; Calculating customer satisfaction survey results; Measuring customer loyalty.</li> <li>Prepare pension program plans and the amount of severance pay to employees; Create Monte Carlo simulations; Calculating the minimization</li> </ol>	Form of Assessment : Participatory Activities	workshops, lectures, practices and discussions 3 X 50		Material: Excel Library: . Kusrianto, Adi. 2014. Displaying and Processing Excel Data with Formulas and Functions. Jakarta: PT Elex MediaKomputindo Material: Excel Reader: Arifin, Johar. 2007. Excel Applications for Modern Management Accounting. Jakarta: PT Elex Media Material: statistics Bibliography: . Arifin, Johar. 2008. Applied Business Statistics. Jakarta: PT Elex Media	3%

		of training costs; Make employee assignments. 7.Create effective power points; Using layouts and themes; Using animation, sound and movies 8.Using the styles menu in a Word document; Using the layout menu in a Word document; Using the layout menu in a Word document; Using header and footer menus in Word documents; Using the table of content menu in a Word document				
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	able to make effective presentations to complete managerial work. 8.Students are able to manage pages in Microsoft Word and create a table of contents.	project profits. 5.Calculating sales planning and production of goods; Calculating customer satisfaction survey results; Measuring customer loyalty. 6.Prepare pension program plans and the amount of severance pay to employees; Create Monte Carlo simulations; Calculating the minimization of training costs; Make employee assignments. 7.Create effective power points; Using layouts and themes; Using animation, sound and movies 8.Using the styles menu in a Word document; Using the tabs menu in a Word document; Using header and footer menus in Word documents; Using the table of content menu in a Word document			
4	Internship at the company	Using excel functions excel functions (statistics & financial)	work practice in a company 1 semester		0%
5	Internship at the company	Using excel functions excel functions (statistics & financial)	work practice in a company 1 semester		0%
6	Internship at the company	Using excel functions excel functions (statistics & financial)	work practice in a company 1 semester		0%
7	Internship at the company	Using excel functions excel functions (statistics & financial)	work practice in a company 1 semester		0%

8	Internship at the company	Using excel functions excel functions (statistics & financial)	Form of Assessment : Project Results Assessment / Product Assessment	work practice in a company 1 semester		40%
9	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
10	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
11	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
12	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
13	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
14	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
15	Internship at the company	Using excel functions excel functions (statistics & financial)		work practice in a company 1 semester		0%
16	Internship Results Seminar		Criteria: 1.assessment of SAR documents 2.seminar assessment Form of Assessment : Project Results Assessment / Product Assessment	3 X 50		50%

Evaluation Percentage Recap: Project Based Learning

Evaluation reformage Reoup. Project Dased Ecanning						
No	Evaluation	Percentage				
1.	Participatory Activities	10%				
2.	Project Results Assessment / Product Assessment	90%				
		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.
- 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.
- 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.
- Learning, contextual 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.