		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
MPK-Computer Practice	6120106195	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	6	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**
	PLO-14 — (PLO 1) Graduates are able to master management theory as a whole
	Program Objectives (PO)
	PO - 1 — C3. Students are able to use science and technology in the form of Excel and Power Point.
	PO - 2 — P5. Students are able to use Excel to complete managerial work in the form of logic functions, financial planning (loans and installments), marketing strategies (sales and production planning), HR planning (pension and severance pay programs).
	PO - 3 — P5. Students are able to use PowerPoint to complete managerial work, through the use of layouts and themes, adding animation, sound and movies to increase the quality of student presentations.
	PO - 4 — P5. Students are able to manage pages in Microsoft Word.
	PO - 5 — A5. Students are able to show intelligent, independent, responsible, thorough and tough character in Computer Applications learning activities.
	PLO-PO Matrix

P.O	PLO-14
PO-1	
PO-2	
PO-3	
PO-4	
PO-5	

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																
PO-4																
PO-5																

Short Course Description	This course is integrated into the MBKM internship. 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: MS Word: students are able to make LRK and LAK according to the template. Power Point: Students are able to create informative PPT displays in presentations of LRK, LAK, and Seminar Results. Excel: students are able to display graphs from employee databases classified by age, education level, length of service.

References	Main :						
	1. . Kusrianto, Adi. 2014. Menampilkandan Mengolah Data Excel dengan Formula dan Fungsi . Jakarta: PT Elex MediaKomputindo 2. . Arifin, Johar. 2008. Statistik Bisnis Terapan . Jakarta: PT Elex Media 3. Arifin, Johar. 2007. Aplikasi Excel untuk Akuntansi ManajemenModern . Jakarta: PT Elex Media						
	Supporters:						
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. 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	1. Students are able to use the functions contained in MS Excel 2. Able to use logical functions and use logical operators. 3. Able to use simple and complex lookup functions. 4. Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel. 5. Students are able to create marketing strategies by utilizing the database function menu. 6. Students are able to create HR planning programs using reference and lookup menus. 7. Students are 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.	1. Create graphics with various views; Displays numbers in various formats; Using excel functions (date, text, statistics, and financial). 2. Using single and nested if functions; Using the logical operator if. 3. Using the lookup function; Using the lookup logical operator. 4. Prepare loan and installment tables; Calculating school fees; Calculate projected 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	**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 tabs 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					
2	1. Students are able to use the functions contained in MS Excel 2. Able to use logical functions and use logical operators. 3. Able to use simple and complex lookup functions. 4. Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel. 5. Students are able to create marketing strategies by utilizing the database function menu. 6. Students are able to create HR planning programs using reference and lookup menus. 7. Students are 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.	1. Create graphics with various views; Displays numbers in various formats; Using excel functions (date, text, statistics, and financial). 2. Using single and nested if functions; Using the logical operator if. 3. Using the lookup function; Using the lookup logical operator. 4. Prepare loan and installment tables; Calculating school fees; Calculate projected project profits. 5. Calculating sales planning and production of goods; Calculating customer satisfaction survey results; Measuring	**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%

		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 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					
3	1.Students are able to use the functions contained in MS Excel 2.Able to use logical functions and use logical operators. 3.Able to use simple and complex lookup functions. 4.Students are able to make plans in the financial sector by utilizing the applied financial functions contained in MS Excel. 5.Students are able to create marketing strategies by utilizing the database function menu. 6.Students are able to create HR planning programs using reference and lookup menus. 7.Students are	1.Create graphics with various views; Displays numbers in various formats; Using excel functions (date, text, statistics, and financial). 2.Using single and nested if functions; Using the logical operator if. 3.Using the lookup function; Using the lookup logical operator. 4.Prepare loan and installment tables; Calculating school fees; Calculate projected	**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*	4%

	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 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					
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%

No	Activity	Learning Materials	Assessment	Learning			Percentage
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

No	Evaluation	Percentage
1.	Participatory Activities	10%
2.	Project Results Assessment / Product Assessment	90%
		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.