	Universitas Negeri Surabaya **Faculty of Mathematics and Natural Sciences** **Undergraduate Physics Study Program**					Document Code

SEMESTER LEARNING PLAN

Courses		CODE		Course Family	Credit Weight		SEMESTER	Compilation Date
Information and communication technology		4520102208			T=2 P=0 ECTS=3.18		1	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	....	....	Prof. Dr. Munasir, S.Si., M.Si.

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

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	Use of Microsoft Office for various daily needs related to the education sector.

References	**Main :**	
	Supporters:	

Supporting lecturer	RUDY KUSTIJONO Utama Alan Deta, S.Pd., M.Pd., M.Si.

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	Create a scientific article manuscript using Microsoft Word	1.Skilled in using Microsoft Word 2.Writing scientific article manuscripts using Microsoft Word	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
2	Create a scientific article manuscript using Microsoft Word	1.Skilled in using Microsoft Word 2.Writing scientific article manuscripts using Microsoft Word	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
3	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%
4	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%
5	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%

6	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%
7	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%
8	Presenting, processing and creating data bases using Microsoft Excel,	1.Skilled in using Microsoft Excel 2.Presenting data using Microsoft Excel, 3.Processing data using Microsoft Excel, 4.Create a database using Microsoft Excel,	**Criteria:** Attached	Lectures and discussions 2 X 50			0%
9	Develop presentation media using Microsoft Power Point	1.Identify the characteristics of presentation media 2.Develop presentation media using Microsoft Power Point	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
10	Develop presentation media using Microsoft Power Point	1.Identify the characteristics of presentation media 2.Develop presentation media using Microsoft Power Point	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%

No	Sub-PO	Indicators	Criteria & Forms	Learning Methods			Percentage
11	Develop presentation media using Microsoft Power Point	1. Identify the characteristics of presentation media 2. Develop presentation media using Microsoft Power Point	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
12	Develop presentation media using Microsoft Power Point	1. Identify the characteristics of presentation media 2. Develop presentation media using Microsoft Power Point	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
13	Develop presentation media using Microsoft Power Point	1. Identify the characteristics of presentation media 2. Develop presentation media using Microsoft Power Point	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
14	Developing websites using Microsoft Publisher	1. Identify website characteristics 2. Develop a simple website using Microsoft Publisher	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
15	Developing websites using Microsoft Publisher	1. Identify website characteristics 2. Develop a simple website using Microsoft Publisher	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%
16	Developing websites using Microsoft Publisher	1. Identify website characteristics 2. Develop a simple website using Microsoft Publisher	**Criteria:** Attached	Lectures and Discussions 2 X 50			0%

Evaluation Percentage Recap: Project Based Learning

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.