	Universitas Negeri Surabaya Faculty of Education, Early Childhood Education Teacher Education Undergraduate Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Computer Basics	8620702171		T=2	P=0	ECTS=3.18	2	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Kartika Rinakit Adhe, S.Pd., M.Pd.

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	Provide knowledge about computer devices and operating systems, as well as skills for students to use simple applications/software in compiling manuscripts, carrying out calculations and creating tables using worksheets, as well as compiling presentation materials. Topics covered include; history of computer development, computer devices (hardware), operating systems, applications/software, Windows Explorer, typing and arranging manuscripts, setting pages, setting tables, setting diagrams, processing numbers, formulas and presentation materials. After attending this lecture, students are expected to have knowledge and skills in developing MS Word, MS Excel and MS Powerpoint.
References	**Main :**

1. Budi Permana.2002. Microsoft Excel. Jakarta: Elex Media Komputindo.
2. Enterprise Jubille.2014. Dasar-Dasar MS Word dan MS Excel untuk Pemula .Jakarta: Elex Media Komputindo.
3. Hartoko Alfa.2014. Panduan Super Lengkap Microsoft Office .Jakarta: Elex Media Komputindo.
4. Kurweni Ukar.2001.Microso0ft Office.Jakarta: Elex Media Komputindo. Budi Permana. 2002. Microsoft Excel. Jakarta: Elex Media Komputindo. Kurweni Ukar. 2001. Microso0ft Office. Jakarta: Elex Media Komputindo. Enterprise Jubille. 2014. Dasar-Dasar MS Word dan MS Excel untuk Pemula . Jakarta: Elex Media Komputindo. Hartoko Alfa. 2014. Panduan Super Lengkap Microsoft Office 2013 . Jakarta: Elex Media Komputindo.

Supporters:	
Supporting lecturer	Nur Ika Sari Rakhmawati, S.Pd., M.Pd. Eka Cahya Maulidiyah, S.Pd., M.Pd.

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	Mastery of computer hardware parts (hardware)	Mention the parts of computer hardware (hardware)	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Collaborative 2 X 50			0%
2	Mastering operating systems and various software	Explain about operating systems and various types of software	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Scientific 2 X 50			0%
3	Mastering how to operate Ms. Word	Operationalizing Ms. Word	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
4	Mastering numbering techniques	Create numbered lists and format numbers	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
5	Mastering techniques for inserting images, word art and header footers	Insert images, word art and footer headers	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
6	Mastering techniques for creating tables and processing tables	Create tables and process tables	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
7	Understanding of the parts and how Ms. Excel	1.Explain the parts of Ms. Excel 2.Entering and saving data	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
8	Mastery of lecture material 1 - 7	Create an article manuscript	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 2 X 50			0%
9	Mastery of editing cell data and processing cells	Operate data editing and cell processing	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Direct Instruction 2 X 50			0%

10	Mastery of Formulas in Excel	operate excel format	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice (Direct Instruction) 2 X 50			0%
11	Excel 4 training mastery	Latin practice excel 4	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice (Direct Instruction) 2 X 50			0%
12	Excel 5 training mastery	Excel 5 training operations	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice (Direct Instruction) 2 X 50			0%
13	Ms.'s basic understanding power point	Operation Ms. power point	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice (Direct Instruction) 2 X 50			0%
14	Mastery of techniques for inserting images, audio, video, creating backgrounds on displays, creating text animations	Insert images, audio, video, create backgrounds on displays, create text animations	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice (Direct Instruction) 2 X 50			0%
15	Triger and Hyperlink Mastery	Triger and Hyperlink Operations	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practice 2 X 50			0%
16	Mastery of material on Power Point	Create material on Ms. power point	**Criteria:** 1.86 - 100 = Very Good 2.75 - 85 = Good 3.65 - 74 = Fair 4.55 - 64 = Less	Practical 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.