		Universitas Negeri Surabaya **Faculty of Vocational Studies** **D4 Public Administration Study Program**				Document Code	

SEMESTER LEARNING PLAN

Courses		**CODE**		**Course Family**		**Credit Weight**		**SEMESTER**	**Compilation Date**
Digital Literacy		99996340102031				T=2	P=0	ECTS=3.18	2	July 17, 2024

AUTHORIZATION		**SP Developer**		**Course Cluster Coordinator**	**Study Program Coordinator**
		....		....	Dr. Weni Rosdiana, S.Sos., M.AP.

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	This course provides students with an understanding of digital literacy, data processing including basic programming, finding and filtering information, using technology to collaborate, and creating technology-based content. All lecture activities will be carried out through discussions, searching for information via ICT, practice using technology to collaborate, creating data processing programs, as well as projects creating technology-based content. Assessment is carried out through tests, product and project assessments.

References	**Main :**	
	1.	Tim. 2019. Literasi Digital: Konsep, Pemanfaatan, dan Pengembangan. Surabaya: Unesa University Press. Pier Cesare Rivoltella. 2008. Digital Literacy: Tools and Methodologies for Information Society. New York: IGI Publishing. Unesco. 2011. Digital Literacy ini Education. Tersedia: https://unesdoc.unesco.org/ark:/48223/pf0000214485.
	Supporters:	

Supporting lecturer	Muhamad Syariffuddien Zuhrie, S.Pd., M.T.

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	Understanding of the concept of e-learning, e-learning characteristics, advantages, e-learning, and e-learning functions	1. Students are able to understand the meaning of e-learning, 2. Students are able to understand the characteristics of e-learning, 3. Students are able to understand the benefits and advantages of e-learning, 4. Students are capable of e-learning functions	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
2	Understanding of the concept of e-learning, e-learning characteristics, advantages, e-learning, and e-learning functions	1. Students are able to understand the meaning of e-learning, 2. Students are able to understand the characteristics of e-learning, 3. Students are able to understand the benefits and advantages of e-learning, 4. Students are capable of e-learning functions	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
3	Understanding of the concept of e-learning, e-learning characteristics, advantages, e-learning, and e-learning functions	1. Students are able to understand the meaning of e-learning, 2. Students are able to understand the characteristics of e-learning, 3. Students are able to understand the benefits and advantages of e-learning, 4. Students are capable of e-learning functions	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%

4	Understanding of the concept of e-learning, e-learning characteristics, advantages, e-learning, and e-learning functions	1. Students are able to understand the meaning of e-learning, 2. Students are able to understand the characteristics of e-learning, 3. Students are able to understand the benefits and advantages of e-learning, 4. Students are capable of e-learning functions	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
5	Understanding of the online media code of ethics	1. Students understand the media code of ethics 2. Students analyze cases related to online media codes of ethics	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
6	Understanding of the online media code of ethics	1. Students understand the media code of ethics 2. Students analyze cases related to online media codes of ethics	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
7	Understanding of the online media code of ethics	1. Students understand the media code of ethics 2. Students analyze cases related to online media codes of ethics	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
8	Understanding of the learning theories that underlie e-learning	Students understand the learning theories that underlie e-learning	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
9	Understanding of the learning theories that underlie e-learning	Students understand the learning theories that underlie e-learning	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
10	Understanding the differences between learning with an instructor and e-learning	Students understand the difference between learning with an instructor and e-learning	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
11	Understanding of e-learning learning strategies, e-learning learning models and evaluation of e-learning learning in MOOC	1. Students understand e-learning learning strategies 2. Students understand the e-learning learning model 3. Students understand e-learning learning evaluation	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%

12	Understanding of e-learning learning strategies, e-learning learning models and evaluation of e-learning learning in MOOC	1.Students understand e-learning learning strategies 2.Students understand the e-learning learning model 3.Students understand e-learning learning evaluation	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
13	Understanding of e-learning learning strategies, e-learning learning models and evaluation of e-learning learning in MOOC	1.Students understand e-learning learning strategies 2.Students understand the e-learning learning model 3.Students understand e-learning learning evaluation	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
14	Understanding of e-learning learning strategies, e-learning learning models and evaluation of e-learning learning in MOOC	1.Students understand e-learning learning strategies 2.Students understand the e-learning learning model 3.Students understand e-learning learning evaluation	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
15	Understanding of e-learning learning strategies, e-learning learning models and evaluation of e-learning learning in MOOC	1.Students understand e-learning learning strategies 2.Students understand the e-learning learning model 3.Students understand e-learning learning evaluation	**Criteria:** all correct = 4 mostly correct = 3 slightly correct = 2 all incorrect = 1	Collaborative Learning 2 X 50			0%
16							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.