

## Universitas Negeri Surabaya Faculty of Economics and Business Islamic Economics Undergraduate Study Program

Document Code

SEMESTER	LEARN	IING PLAN
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Courses			CODE		Course F	amily		Cred	it We	ight	SEN	MESTER	Compilation Date
Computer ap	plication		6020202005		Compulso Program S	ry Stud	у	T=2	P=0	ECTS=3.	18	6	July 27, 2021
AUTHORIZA	TION		SP Developer		riogrami		Course Cluster Coordinator			r Stud	Study Program Coordinator		
			Fira Nurafini, S	rira Nurafini, S.EI., M.SEI Dr. A'rasy Fahrullah Dr.						or. Ahmad S.Pd.,	Ajib Ridlwan, M.SEI.		
Learning model	Project Bas	ed Lear	ning										
Program	PLO study	progra	m which is ch	arged to	the cour	se							
Learning Outcomes (PLO)	PLO-2 Demonstrate the character of being tough, collaborative, adaptive, i entrepreneurial spirit								e, innovativ	e, inclus	ive, lifelon	g learning and	
	PLO-3	Deve and	Develop logical, critical, systematic and creative thinking in carrying out specific work in their field of expertise and in accordance with work competency standards in the field concerned										
	PLO-5	Mas gene	Mastering theoretical concepts in the fields of Islamic Economics, Islamic Business and Islamic Finance in general and specifically to solve problems procedurally in accordance with the scope of work.										
	PLO-9	Able to apply knowledge of Islamic Economics, Islamic Business and Islamic Finance in solving problems by utilizing science and technology.											
	Program C	bjectiv	jectives (PO)										
	PO - 1	Able relate	Able to provide guidance in selecting various alternative solutions related to applying programs or software related to computers (CPL 1)										
	PO - 2		to master con conment (CPL4)	nputer ap	oplication p	rogram	s that	can	supp	ort activiti	es withii	n the Isla	mic Economics
	PO - 3	Able	Able to solve problems or projects using information technology in computer applications (CPL 7)										
	PO - 4 Able to use computer applications intellige business and finance (CPL 12)							telligently to support activities within the scope of Islamic economics,					
	PLO-PO M	atrix											
			P.O	DI /	0-2	PLO	<b>7</b> 2		Di.	.O-5	Di	O-9	
						PL	J-3		PL	.U-5	PL	U- <del>9</del>	
			PO-1	•						_			
			PO-2							✓			

## PO Matrix at the end of each learning stage (Sub-PO)

PO-3 PO-4

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																

Short Course Descript	tion	This course contains information and data analysis including computer hardware; computer software; MS Office, Eviews, SPSS operations										
Referen	ces	Main :										
		<ol> <li>2. 2. Kurr</li> <li>3. 3. Purr</li> <li>4. 4. Lee</li> <li>5. 5. Alja</li> </ol>	<ol> <li>2. Kurniawan, Yahya. Belajar Sendiri Microsoft Office Word 2010. Jakarta: PT. Elex Media Komputindo</li> <li>3. Purnomo, Catur. H. Panduan Cepat Menguasai Excel 2010. Jakarta: PT. Elex Media Komputindo</li> <li>4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT</li> <li>5. Alja'am, Jihad Mohammad, Abdulmotaleb El Saddik and Abdul Hamid Sadka. 2018. Recent Trends in Computer Applications. Springer Internasional Publishing</li> </ol>									
		Supporters:										
Support lecturer			Ridlwan, S.Pd., ini, S.El., M.SEl s.El., M.SEl.									
Week-		Help Learning, Learning methods, Student Assignments, [Estimated time]										
	(Sub-PO) Indicator Criteria & Form Offline ( offline )											
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)				

						1
1	Students are able to	<ol> <li>Students are able to</li> </ol>	Criteria:	Lectures and	Material:	4%
	understand the	explain the	Assessment rubric	Discussions 6 X 50	Definition or understanding	
	functions of	definition or	Form of	6 X 50	of Microsoft	
	Microsoft Office	meaning of Microsoft	Assessment :		Office;	
		Office 2.	Project Results		Benefits of	
		Students are	Assessment /		Microsoft	
		able to	Product		Office; Types	
		explain the benefits of	Assessment		of applications	
		Microsoft			in Microsoft	
		Office 3.			Office References:	
		Students are able to			1.	
		explain the			Hidayatullah,	
		types of			A Taufik.	
		applications in Microsoft			Learn Quickly	
		Office			Microsoft	
					Office 2010.	
					Jakarta: PT. Elex Media	
					Komputindo	
					rtompatinao	
					Material:	
					Definition or	
					understanding	
					of Microsoft	
					Office;	
					Benefits of Microsoft	
					Office; Types	
					of applications	
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					Office	
					Reader: 2.	
					Kurniawan,	
					Yahya. Learn Microsoft	
					Office Word	
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					yourself.	
					Jakarta: PT.	
					Elex Media	
					Komputindo	
					Material:	
					Definition or understanding	
					of Microsoft	
					Office;	
					Benefits of	
					Microsoft	
					Office; Types	
					of applications	
					in Microsoft Office	
					Library: 3.	
					Purnomo,	
					Catur. H.	
					Quick Guide	
					to Mastering	
					Excel 2010.	
					Jakarta: PT. Elex Media	
					Komputindo	
					Material:	
					Definition or	
					understanding	
					of Microsoft	
					Office;	
					Benefits of Microsoft	
					Office; Types	
					of applications	
					in Microsoft	
					Office	
					Library: 4.	
					Lee,	
					Christopher. Microsoft	
					Access 2010.	
					For	
					Beginners.	
					Jakarta: PT	
			<u> </u>			

2	Students are able to understand and apply Microsoft Word	1. Students are able to explain the definition of Ms. Word 2. Students are able to explain the benefits of using Ms. Word 3. Students are able to create tables of content automatically	Criteria:    Assessment rubric  Form of    Assessment :    Project Results    Assessment /    Product    Assessment	Lectures and Project Based Learning Student Assignments: Create reports using tables of content automatically in Ms. Word	Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	4%
3	Students are able to understand and apply Microsoft Word	1. Students are able to explain the definition of Ms. Word 2. Students are able to explain the benefits of using Ms. Word 3. Students are able to create tables of content automatically	Criteria:    Assessment rubric  Form of    Assessment :    Project Results    Assessment /    Product    Assessment	Lectures and Project Based Learning Student Assignments: Create reports using tables of content automatically in Ms. Word	Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Definition of Ms. Word; Benefits of the Ms Application Word; Table of Library Content: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	5%

			T		<b>T</b>	T	
4	Students are able to understand and apply mail merge in Microsoft Word	1. Students are able to explain the definition of mail merge 2. Students are able to explain the benefits of mail merge 3. Students are able to apply mail merge in Ms Word.	Criteria: Assessment rubric  Form of Assessment : Portfolio Assessment	Lectures and Project Based Learning Student Assignment: Create a mail merge from data obtained at the internship location		Material: Definition of mail merge; Benefits of mail merge; Mail merge practice Reader: 3. Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo	3%
						Definition of mail merge; Benefits of mail merge; Mail merge practices References: 4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT	
5	Students are able to understand and apply mail merge in Microsoft Word	1. Students are able to explain the definition of mail merge 2. Students are able to explain the benefits of mail merge 3. Students are able to apply mail merge in Ms Word.	Criteria: Assessment rubric  Form of Assessment: Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Create a mail merge from data obtained at the internship location		Material: Definition of mail merge; Benefits of mail merge; Mail merge practice Reader: 3. Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo  Material: Definition of	5%
						mail merge; Benefits of mail merge; Mail merge practices References: 4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT	

6	Students are able to understand and apply basic formulas in Microsoft Excel	1. Students are able to explain the definition of Ms. Excel 2. Students are able to explain the benefits of Ms. Excel 3. Students are able to apply basic formulas in Ms. Excel 4. Students are able to apply logical functions in MS. Excel	Criteria: Assessment rubric Form of Assessment : Portfolio Assessment	Lectures and Project Based Learning Student Assignments: Calculate data obtained at the internship location based on the Sum, Min, Max, Average, and Count functions as well as logic functions	Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Definition of Ms. Excel; Benefits of Ms. Excel;	7%
7	Students are	1. Students	Criteria:	Lectures and	Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	5%
	able to understand and apply basic formulas in Microsoft Excel	are able to explain the definition of Ms. Excel 2. Students are able to explain the benefits of Ms. Excel 3. Students are able to apply basic formulas in Ms. Excel 4. Students are able to apply logical functions in MS. Excel	Assessment rubric  Form of Assessment: Project Results Assessment / Product Assessment	Project Based Learning Student Assignments: Calculate data obtained at the internship location based on the Sum, Min, Max, Average, and Count functions as well as logic functions	Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo	
				- 4 X 50	Material: Definition of Ms. Excel; Benefits of Ms. Excel; Ms. Basic Formula Excel; Ms. Logic Functions Excel Library: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	

# Molestic ruthric   Form of Assessment : Test   Form of Assessment :   Test   Form of Assessmen	8	Midterm exam	uts	Criteria:		Material:	15%
### Students are able to understand and apply data will be form of Microsoft Excel Microsoft E		Widteriii eAaiii	uts	Holistic rubric  Form of Assessment :	2 X 50	main and supporting References: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo	1370
9 Students are able to understand and apply data organization in Microsoft Excel  Microsoft Excel  1. Students are able to understand and apply data organization in Microsoft Excel  Microsoft Excel  1. Students are able to understand and apply data organization in Microsoft Excel  Microsoft Excel  1. Students are able to understand and apply data organization in Microsoft Excel  Microsoft Excel  1. Students are able to explain the use of Data Students are able to explain the use of Data Students are able to apply Data Filter 5. Students are able to apply Data Filter 6. Students are able to apply Data Filter 5. Students are able to apply Data Filter 5. Students are able to apply Data Filter 5. Students are able to apply Data Filter 6. Students are 6. Stud						main and supporting References: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media	
9 Students are able to understand and apply data are able to explain the use of Vlookup and Hlookup 4. Students are able to explain the use of Students are able to explain the use of Students are able to explain the use of Vlookup and Hlookup 4. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Filter 5. Students are able to apply Data Filter 6. Students are able to apply Data Sort 5. Students are able to apply Data Filter 6. Students are able to apply Data Filter 6. Students are able to apply Data Filter 6. Students are able to apply Vlookup and Hlookup 4. Students are able to apply Data Filter 6. Students are able to apply Vlookup and Hlookup 4. Students are able to apply Vlookup and 4. Students are able to a						main and supporting References: 3. Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media	
able to understand and apply data organization in Microsoft Excel  are able to explain the use of Data Sort 2. Students are able to explain the use of Data Filter 3. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Sort 5. Students are able to apply Data Sort 6. Students are able to apply Data Sort 6. Students are able to apply Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Sort 5. Students are able to apply Data Sort 6. Students are able to apply Data Sort 6. Students are able to apply Data Sort 6. Students are able to apply Vlookup and Hlookup 4. Students are able to apply Data Sort 6. Students are able to apply Vlookup and Hlookup 4. Students are able to apply Vlookup and Hlookup 6. Students are able to apply Vlookup and Hlookup 6. Students are able to apply Vlookup and Hlookup 6. Students are able to apply Vlookup and Hlookup 6. Students are able to apply Vlookup and Hlookup 7. Students are able to apply Vlookup and Hlookup 6. Students are able to apply Vlookup and Hlookup 7. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 8. Students are able to apply Vlookup and Hlookup 9. Students are able to apply Vlookup 4. Students 4. Students 5. Students 6. Students 6. Students 6. Students 6. Students 7. Students 7. Students 8. Student						main and supporting Bibliography: 4. Lee, Christopher. Microsoft Access 2010. For Beginners.	
Jakarta: PT.	9	able to understand and apply data organization in	are able to explain the use of Data Sort 2. Students are able to explain the use of Data Filter 3. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Filter 6. Students are able to apply Udokup and Posta Filter 6.	Assessment rubric Form of Assessment : Portfolio	Project Based Learning Student Assignments: Organize data obtained from internship locations using the Data Sort, Data Filter, and/or Vlookup and Hlookup features	Sort; Filter Data; Vlookup; Library Hlookup: : 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself.	3%

10	Students are able to understand and apply data organization in Microsoft Excel	1. Students are able to explain the use of Data Sort 2. Students are able to explain the use of Data Filter 3. Students are able to explain the use of Vlookup and Hlookup 4. Students are able to apply Data Sort 5. Students are able to apply Data Filter 6. Students are able to apply Understa Students are able to apply Data Filter 6. Students are able to apply Vlookup and Hlookup	Criteria:    Assessment rubric  Form of    Assessment :    Project Results    Assessment /    Product    Assessment	Lectures and Project Based Learning Student Assignments: Organize data obtained from internship locations using the Data Sort, Data Filter, and/or Vlookup and Hlookup features  - 2 X 50	Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Data Sort; Filter Data; Vlookup; Library Hlookup : 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	6%
11	Students are able to understand and apply pivot tables in Microsoft Excel	1. Students are able to explain the use of pivot tables 2. Students are able to apply pivot tables in Ms. Excel	Criteria: Assessment rubric  Form of Assessment: Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Organize data obtained from internship locations using the Pivot Table feature	Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo	6%
				2 X 50	Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo	
					Material: Uses of Pivot Tables; Pivot Table Practice in Ms. Excel Library: 4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT	

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12	Students are able to understand and apply pivot tables in Microsoft Excel	1. Students are able to explain the use of pivot tables 2. Students are able to apply pivot tables in Ms. Excel	Criteria: Assessment rubric  Form of Assessment : Project Results Assessment / Product Assessment	Lectures and Project Based Learning Student Assignment: Organize data obtained from internship locations using the Pivot Table feature  - 2 X 50	Material: Uses of Pivot Tables; Pivot Tables; Pivot Table Practice in Ms. Excel Library: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: Uses of Pivot Tables; Pivot Tables Practice in Ms. Excel Library: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo  Material: Uses of Pivot Tables; Pivot Tables; Pivot Tables; Pivot Tables Practice in Ms. Excel Library: 4. Lee, Christopher. Microsoft Access 2010. For Beginners. Jakarta: PT	5%

13	Students are	1. Students	Criteria:	Lectures and	Material:	5%
13	able to	are able to	Assessment rubric	Lectures and Project	Uses of Ms.	<b>3</b> %0
	understand and apply graphs in	explain the use of	Form of	Based Learning	graphics Excel; Types	
	Microsoft Excel	graphics in Ms. Excel 2.	Assessment:	Learning	of graphics	
		Students are	Project Results Assessment /	Student	Ms. Excel;	
		able to explain the	Product	Duties: Present and	Ms. graphic practice Excel;	
		various graphs that	Assessment	interpret data	Ms.	
		can be used		obtained from the	Interpretation Excel	
		in MS. Excel 3. Students		internship	Library: 1.	
		are able to apply various		location using various	Hidayatullah, A Taufik.	
		graphic		types of	Learn Quickly	
		forms using Ms. Excel 4.		graphs (minimum 3	Microsoft Office 2010.	
		Students are able to		types of	Jakarta: PT.	
		interpret graphs		graphs) 2 X 50	Elex Media Komputindo	
		produced by		2 X 30	Kompatinao	
		Ms. Excel			Material:	
					Uses of Ms. graphics	
					Excel; Types	
					of graphics Ms. Excel;	
					Ms. graphic	
					practice Excel; Ms.	
					Interpretation	
					Excel Library: 2.	
					Kurniawan,	
					Yahya. Learn Microsoft	
					Office Word	
					2010 by yourself.	
					Jakarta: PT.	
					Elex Media Komputindo	
					Kompumao	
					Material:	
					Uses of Ms. graphics	
					Excel; Types	
					of graphics Ms. Excel;	
					Ms. graphic	
					practice Excel; Ms.	
					Interpretation	
					Excel Library: 3.	
					Purnomo,	
					Chess. H. Quick Guide	
					to Mastering	
					Excel 2010. Jakarta: PT.	
					Elex Media Komputindo	
					Nompulinu0	
					Material:	
					Uses of Ms. graphics	
					Excel; Types	
					of graphics Ms. Excel;	
					Ms. graphic	
					practice Excel; Ms.	
					Interpretation	
					Excel <b>Library:</b> 4.	
					Lee,	
					Christopher. Microsoft	
					Access 2010.	
					For Beginners.	
					Jakarta: PT	
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14	Students are able to	<ol> <li>Students are able to</li> </ol>	Criteria: Assessment rubric	Lectures and	Material:	7%
	understand and	explain the	ASSESSING ILL TUDITO	Project Based	Uses of Ms. graphics	
	apply graphs in	use of	Form of	Learning	Excel; Types	
	Microsoft Excel	graphics in Ms. Excel 2.	Assessment :		of graphics	
		Students are	Portfolio	Student	Ms. Excel;	
		able to	Assessment	Duties:	Ms. graphic	
		explain the		Present and	practice Excel;	
		various graphs that		interpret data	Ms.	
		can be used		obtained from the	Interpretation	
		in MS. Excel		from the internship	Excel Library: 1.	ļ
		<ol><li>Students are able to</li></ol>		location	Hidayatullah,	
		apply various		using various	A Taufik.	
		graphic		types of	Learn Quickly	
		forms using Ms. Excel 4.		graphs	Microsoft	
		Students are		(minimum 3	Office 2010.	
		able to		types of	Jakarta: PT.	
		interpret		graphs) 2 X 50	Elex Media	
		graphs produced by		2 X 50	Komputindo	
		Ms. Excel			Matarial	
		-			Material: Uses of Ms.	
					graphics	
					Excel; Types	
					of graphics	
					Ms. Excel;	ļ
					Ms. graphic	
					practice Excel;	ļ
					Ms. Interpretation	
					Excel	
					Library: 2.	
					Kurniawan,	
					Yahya. Learn	
					Microsoft	
					Office Word	ļ
					2010 by	
					yourself.	
					Jakarta: PT. Elex Media	
					Komputindo	
					Material:	
					Uses of Ms.	
					graphics	
					Excel; Types	
					of graphics	
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					Ms. graphic practice Excel;	
					Ms.	
					Interpretation	
					Excel	
					Library: 3.	
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					Quick Guide	
					to Mastering Excel 2010.	
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					Uses of Ms.	
					graphics	
					Excel; Types	
					of graphics	
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					Ms. graphic practice Excel;	
					Ms.	
					Interpretation	
					Excel	
					Library: 4.	
					Lee,	
					Christopher.	
					Microsoft	
					Access 2010.	
					For	
					Beginners.	
					Jakarta: PT	

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15	Students are able to	<ol> <li>Students are able to</li> </ol>	Criteria: Assessment rubric	Lectures and Project	Material: Uses of Ms.	5%
	understand and	explain the		Based	graphics	
	apply graphs in Microsoft Excel	use of graphics in	Form of	Learning	Excel; Types	
		graphics in Ms. Excel 2.	Assessment : Project Results	Student	of graphics	
		Students are able to	Assessment /	Duties:	Ms. Excel; Ms. graphic	
		explain the	Product	Present and	practice Excel;	
		various graphs that	Assessment	interpret data	Ms.	
		can be used		obtained from the	Interpretation Excel	
		in MS. Excel 3. Students		internship	Library: 1.	
		are able to		location	Hidayatullah,	
		apply various graphic		using various types of	A Taufik. Learn Quickly	
		forms using Ms. Excel 4.		graphs	Microsoft	
		Students are		(minimum 3	Office 2010.	
		able to		types of graphs)	Jakarta: PT. Elex Media	
		interpret graphs		2 X 50	Komputindo	
		produced by				
		Ms. Excel			Material:	
					Uses of Ms.	
					graphics Excel; Types	
					of graphics	
					Ms. Excel;	
					Ms. graphic practice Excel;	
					Ms.	
					Interpretation	
					Excel Library: 2.	
					Kurniawan,	
					Yahya. Learn	
					Microsoft	
					Office Word 2010 by	
					yourself.	
					Jakarta: PT.	
					Elex Media	
					Komputindo	
					Material:	
					Uses of Ms.	
					graphics	
					Excel; Types of graphics	
					Ms. Excel;	
					Ms. graphic	
					practice Excel;	
					Ms. Interpretation	
					Excel	
					Library: 3.	
					Purnomo, Chess. H.	
					Quick Guide	
					to Mastering	
					Excel 2010.	
					Jakarta: PT. Elex Media	
					Komputindo	
					Material:	
					Uses of Ms. graphics	
					Excel; Types	
					of graphics	
					Ms. Excel; Ms. graphic	
					practice Excel;	
					Ms.	
					Interpretation	
					Excel Library: 4.	
					Library: 4. Lee,	
					Christopher.	
					Microsoft	
					Access 2010. For	
					Beginners.	
					Jakarta: PT	

16	Final exams	uas	Criteria:		Material:	15%
16	Final exams	uas	Criteria: Holistic rubric Form of Assessment: Test	2 X 50	main and supporting References: 1. Hidayatullah, A Taufik. Learn Quickly Microsoft Office 2010. Jakarta: PT. Elex Media Komputindo  Material: main and supporting References: 2. Kurniawan, Yahya. Learn Microsoft Office Word 2010 by yourself. Jakarta: PT. Elex Media Komputindo  Material: main and supporting References: 3. Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo  Material: main and supporting References: 3. Purnomo, Catur. H. Quick Guide to Mastering Excel 2010. Jakarta: PT. Elex Media Komputindo  Material: main and supporting Bibliography:	15%
					main and supporting	

**Evaluation Percentage Recap: Project Based Learning** 

No	Evaluation	Percentage
1.	Project Results Assessment / Product Assessment	50%
2.	Portfolio Assessment	20%
3.	Test	30%
		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.
- 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.
- 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.
- 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.