	Universitas Negeri Surabaya Faculty of Education, Bachelor of Primary School Teacher Education Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Introduction to Computers	8620602124		T=2	P=0	ECTS=3.18	1	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Putri Rachmadyanti, 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. Kurweni Ukar. 2001. Microso0ft Office. Jakarta: Elex Media Komputindo.
3. Enterprise Jubille. 2014. Dasar-Dasar MS Word dan MS Excel untuk Pemula . Jakarta: Elex Media Komputindo.
4. Hartoko Alfa. 2014. Panduan Super Lengkap Microsoft Office 2013 . Jakarta: Elex Media Komputindo.

Supporters:	
Supporting lecturer	Dr. Yoyok Yermiandhoko, M.Pd. Ulhaq Zuhdi, 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	Mastering the parts of computer equipment (hardware) Mastering the concept of operating systems Explaining various applications/software, both office software and multi-media applications	1. Explain the parts of a computer device (hardware) 2. Explain the concept of operating systems 3. Explain various applications/software, both office software and multi-media applications	**Criteria:** 85 - 100 Very Good 75- 84 Good 65 - 74 Fair 55 - 64 Poor	Practical 2 X 50			0%

2	Mastering how Windows Explorer works Mastering the Ms. Word	1. Applying how Windows Explorer works 2. Explain the parts of the MS interface. Word	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Cognitive Collaborative 2 X 50			0%
3	Mastering typing techniques on Ms. Word	1. Typing the script 2. Setting Margins 3. Setting Spacing 4. Setting the Table 5. Organize images 6. Set Numbering 7. Create a table of contents 8. Create a table list 9. Create an image list	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
4	Mastering typing techniques on Ms. Word	1. Typing the script 2. Setting Margins 3. Setting Spacing 4. Setting the Table 5. Organize images 6. Set Numbering 7. Create a table of contents 8. Create a table list 9. Create an image list	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
5	Mastering typing techniques on Ms. Word	1. Typing the script 2. Setting Margins 3. Setting Spacing 4. Setting the Table 5. Organize images 6. Set Numbering 7. Create a table of contents 8. Create a table list 9. Create an image list	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
6	Mastering typing techniques on Ms. Word	1. Typing the script 2. Setting Margins 3. Setting Spacing 4. Setting the Table 5. Organize images 6. Set Numbering 7. Create a table of contents 8. Create a table list 9. Create an image list	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
7	Know the interface and basics of calculations in Ms. Excel	1. Mention the parts of the Ms. interface. Excel 2. Enter data in cells	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
8	Mastering the material at meetings 1 - 7		**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
9	Mastering Calculation Techniques in Ms. Excel	Skilled in applying calculation techniques in Excel	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
10	Mastering Calculation Techniques in Ms. Excel	Skilled in applying calculation techniques in Excel	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%
11	Mastering Calculation Techniques in Ms. Excel	Skilled in applying calculation techniques in Excel	**Criteria:** 1. 85 - 100 Very Good 2. 75 - 84 OK 3. 65 - 74 Enough 4. 55 - 64 Less	Practical 2 X 50			0%

12	Mastering Calculation Techniques in Ms. Excel	Skilled in applying calculation techniques in Excel	**Criteria:** 1.85 - 100 Very Good 2.75 - 84 OK 3.65 - 74 Enough 4.55 - 64 Less	Practical 2 X 50			0%
13	Arranging material in PPT	Create a PPT view	**Criteria:** 1.85 - 100 Very Good 2.75 - 84 OK 3.65 - 74 Enough 4.55 - 64 Less	Practical 2 X 50			0%
14	Arranging material in PPT	Create a PPT view	**Criteria:** 1.85 - 100 Very Good 2.75 - 84 OK 3.65 - 74 Enough 4.55 - 64 Less	Practical 2 X 50			0%
15	Arranging material in PPT	Create a PPT view	**Criteria:** 1.85 - 100 Very Good 2.75 - 84 OK 3.65 - 74 Enough 4.55 - 64 Less	Practical 2 X 50			0%
16	Mastering the Material at meetings 1 - 15		**Criteria:** 1.85 - 100 Very Good 2.75 - 84 OK 3.65 - 74 Enough 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.