



**Kampus  
Merdeka**  
INDONESIA JAYA

# SEMESTER LEARNING PLAN

## SEMESTER II

**COURSE :**

**COMPUTER APPLICATION**

**CODE :**

**BW6023205**

**ISLAMIC ECONOMIC STUDY PROGRAM  
FACULTY OF ECONOMIC AND BUSSINESS  
MUHAMMADIYAH UNIVERSITY OF MAKASSAR**



**MAKASSAR MUHAMMADIYAH  
UNIVERSITY**

**Code** : LP-UNISMUH-02.2

**Date** :

**RPS form**

**Revision** : 0

**Page**

**Used to complete**

**: LP-UNISMUH-02.2 Learning Process standard**

<b>Process</b>	<b>Person responsible</b>			<b>Date</b>
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	
1. Formulation				
2. Inspection				
3. Consent				
4. Determination				
5. Control				

**SEMESTER LEARNING PLAN**  
**(BLENDED LEARNING MODEL – FLIPPED LEARNING TYPE)**

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**COURSE : COMPUTER APPLICATIONS**

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COURSE NAME	MK CODE	MK RUMPU	WEIGHT (CREDITS)	SEMESTER	DATE OF COMPILATION
COMPUTER APPLICATION	KK 7021 1	ECONOMICS	2 credits	II	July 2, 2021
GKM FEB UNISMUH	NAME OF RPS PREPAITOR		RMK COORDINATOR	KA PRODI	
Asri Jaya, SE, MM	Andi Risfan Rizaldi, Se., Mm		Andi Risfan Rizaldi, Se., Mm	Dr. H. Muhammad Najib Kasim, SE, M.Si	
LEARNING OUTCOMES (CPL – CPMK – Sub CPMK)	GRADUATE LEARNING OUTCOMES CHARGED AT MK (CPL)				
	CPL1 (S1)	Have devotion to God Almighty and be able to show a religious attitude			
	CPL 2 (S2)	M i n t e r n a l i s a t i o n n i l a i , n o r m a , a n d e t h i c s _ _ a k a d e m i k			
	CPL 5 (KU1)	Able to apply logical, critical, systematic and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies humanities values in accordance with their field of expertise;			
	CPL9 (P1)	Mastering the concepts and principles of business law and business ethics from an Islamic perspective for the management of commercial and social Islamic financial institutions at the basic managerial level			
	CPL 10 (P2)	Master the principles and techniques of preparing business models, business feasibility studies, business planning, and business opportunity analysis to establish creative and innovative new sharia businesses			



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	CPL 12 (KK1)	Able to select and utilize data management technology software to analyze risk, financing feasibility, and financial reports in financial institutions in accordance with basic principles and procedures for basic level managerial decisions
	<b>COURSE LEARNING CAPAIN (CPMK)</b>	
	CPMK 1	Understand various functions of computer applications so that students can have skills in various problems involving the use of office applications
	CPMK 2	Able to use application software packages such as Microsoft Excel, Microsoft Access, and can search for information sources via the internet
	CPMK 3	Able to apply computer systems to support business and office needs
	<b>FINAL CAPABILITY OF EACH LEARNING STAGE (Sub-CPMK)</b>	
	Sub-CPMK1	Students are expected to be able to understand types of computers, types of computers, types of Microsoft Word
	Sub-CPMK2	Students are expected to be able to understand the functions of the home menu, insert, page layout, in Microsoft Word 2013
	Sub-CPMK3	Students are expected to be able to understand the references menu, mailing menu
	Sub-CPMK4	Students are expected to be able to understand the basics of presentations using Microsoft Power Point 2013, practice the basics of presentations using Microsoft Power Point 2013
	Sub-CPMK5	Students are expected to be able to understand the process of designing advanced presentations using Microsoft PowerPoint 2013, practice the process of designing advanced presentations using Microsoft PowerPoint 2013



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Sub-CPMK6	Students are expected to be able to understand the process of designing certificates and brochures using Microsoft Publisher 2013, practice the process of designing certificates and brochures using Microsoft Publisher
Sub-CPMK7	Students are expected to be able to understand the process of designing a booklet/bulletin using Microsoft Publisher 2013, practice the process of designing a booklet/bulletin using Microsoft Publisher 2013
Sub-CPMK8	Students are expected to be able to understand the basics of menu charts, tables, pivot charts and subtotal formulas using Microsoft Excel 2013, practice the basics of menu charts, tables, pivot charts and subtotal formulas using Microsoft Excel 2013
Sub-CPMK9	Students are expected to be able to understand the basic use of simple formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013, Practicing the basic use of simple formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013
Sub-CPMK10	Students are expected to be able to understand the basic use of combination formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013, practice the use of basic combination formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013
Sub-CPMK11	Students are expected to be able to understand the process of drawing Flowcharts and DFDs using Microsoft Visio 2013, practice the process of drawing Flowcharts and DFDs using Microsoft Visio 2013
Sub-CPMK12	Students are expected to be able to understand the process of drawing maps and floor plans using Microsoft Visio 2013, practice drawing maps and floor plans using Microsoft Visio 2013
Sub-CPMK13	Students are expected to be able to understand the process of creating a data base using Microsoft Access 2013, practice the process of creating a data base using Microsoft Access 2013
Sub-CPMK14	Students are expected to be able to understand the process of creating relation tables using Microsoft Access 2013, practice the process of creating relation tables using Microsoft Access 2013



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	CORRELATION	Sub-CPMK1-2	Sub-CPMK3-4	Sub-CPMK5-6	Sub-CPMK7-8	Sub-CPMK9-10	Sub-CPMK11-12
	CPMK1						
	CPMK2						
<b>COURSE DESCRIPTION</b>	This course provides an understanding of concepts and the ability to use several types of computer applications starting from using functions in office application programs (Microsoft Excel) and databases (Microsoft Access). Students will have knowledge about computers and their use to support their profession in the real world of work. This general introduction is expected to open students' insight and knowledge in using computers.						
<b>STUDY MATERIAL (TOPIC)</b>	<ol style="list-style-type: none"> <li>1. Introduction to computers and Microsoft software</li> <li>2. Microsoft word 2013</li> <li>3. Microsoft Powerpoint 2013</li> <li>4. Microsoft Publisher 2013</li> <li>5. Microsoft Excel 2013</li> <li>6. Microsoft Visio 2013</li> <li>7. Microsoft Access 2013</li> </ol>						
<b>REFERENCE</b>	<p><b>Main Reference</b></p> <ol style="list-style-type: none"> <li>1. Robert W. Bauman Ph.D. (2013). <i>Easy Office 2013</i>. Que Publishing</li> <li>2. Misty E. Vermaat, Steven M. Freund. (2014). <i>Microsoft Office 2013 : introductory</i>. Cengage Learning</li> </ol>						



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3. English, PII, Priscilla, M., & Sarah, J. (2007). HIGHER SECONDARY - FIRST YEAR Authors : *Distance Education* , 1–29.
4. Materials, E. (nd). *E-Learning Materials on* .
5. Santoso, AB (2021). *Textbook: Computer Applications* .
6. Muhson, A. (2005). *Computer application* .
7. Pardede, S. (2022). *Introduction to Computer Applications: Definition, Development, Utilization* .  
<http://repository.uhn.ac.id/handle/123456789/7148>
8. Patil, R., & Wani, V. (2015). *FYBCOM Computer Concepts and Applications (Computer Fundamentals)* .
9. Ekins, S. (nd). *COMPUTER APPLICATIONS IN PHARMACEUTICAL DEVELOPMENT* .
10. Shannon, J. (2012). Introduction to Computer Applications and Concepts. *Lumen Learning* .  
<https://courses.lumenlearning.com/zeliite115/>
11. Muhson, A. (2009). Computer Application Diktat. *Yogyakarta: State University* , 2 (1), 1–46.
12. Iskandar, Y. (2018). *Textbook for Introduction to Computer Applications* . Deepublish.

**Additional References:**

1. Internet
2. Journal of Education journal





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- Harmayani, H., Abdilah, D., Mapilindo, M., Oktopanda, O., & Hutahaeen, J. (2021). Computer application. *Drestanta Pelita Indonesia Press* , 1-89.
- Ramadhan, AF, Putra, AD, & Surahman, A. (2021). Android-based computer hardware recognition application using augmented reality (AR). *Journal of Information Technology and Systems* , 2 (2), 24-31.

**LECTURER  
NAME**

Andi Risfan Rizaldi, Se., Mm

**REQUIRED  
COURSES**

## 1. 1<sup>ST</sup> MEETING

LESSON PLAN:1 <sup>ST</sup> MEETING									
ASPECT	ONLINE				OFFLINE				
<b>SUB-CPMK</b>	Understanding the various functions of computer application preparation so that _ m a h assist w a can p at there is also a method of planning in __ various types of origins that users are interested in ap lications of t o ra n _								
<b>INDICATOR</b>	Accuracy in explaining the material								
<b>STUDY MATERIALS</b>	<ul style="list-style-type: none"> <li>- Tuition contract</li> <li>- Introduction</li> <li>- Introduction to computers and Microsoft software</li> </ul>								
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					Classroom learning: Laptop, LCD Projector, and Stationery		
	LMS Features	Page	√	Lessons		Slides			√
		URLs	√	Forum	√	Quiz			√
		Dock	√	Task	√	Meetings			
Other Media	Videos, Zoom, Google Meet, and YouTube								
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	Understand the basics of computers				Understand the basics of computers				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>			<b>Type</b>		<b>Instruments</b>	
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>			Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric	
	<b>Weight</b> : 10%								

## 2. 2<sup>ND</sup> MEETING

LESSON PLAN:2 <sup>nd</sup> MEETING									
ASPECT	ONLINE				OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the functions of the home menu, insert, page layout, in Microsoft Word 2013								
<b>INDICATOR</b>	Accuracy in practice								
<b>STUDY MATERIALS</b>	Microsoft Word 2013								
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-							
	LMS Features	Page	√	Lessons		Slides	√		
		URLs	√	Forum	√	Quiz	√		
		Dock	√	Task	√	Meetings			
		Videos		Survey		Other			
Other Media	Videos, Zoom, Google Meet, and YouTube					Classroom learning: Laptop, LCD Projector, and Stationery			
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>					<b>Type</b>	
	<i>Assignment</i>		<i>Literature Review Forum = Feedback</i>			Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric	
	<b>Weight : 10%</b>								

### 3. 3<sup>RD</sup> MEETING

LESSON PLAN: 3 <sup>RD</sup> MEETING									
ASPECT	ONLINE				OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the references menu, mailing menu								
<b>INDICATOR</b>	Accuracy in practice								
<b>STUDY MATERIALS</b>	Microsoft Word 2013								
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-							
	LMS Features	Page	√	Lessons		Slides	√		
		URLs	√	Forum	√	Quiz	√		
		Dock	√	Task	√	Meetings			
		Videos		Survey		Other			
Other Media	Videos, Zoom, Google Meet, and YouTube					Classroom learning: Laptop, LCD Projector, and Stationery			
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>					<b>Type</b>	
	<i>Assignment</i>		<i>Literature Review Forum = Feedback</i>			<i>Presentation ( Group Work )</i>		<i>Holistic Assessment Rubric</i>	

LESSON PLAN: 3 <sup>rd</sup> MEETING			
ASPECT	ONLINE		OFFLINE
			Group discussion
	Weight : 10%		

#### 4. 4<sup>TH</sup> MEETING

LESSON PLAN: 4 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
SUB-CPMK	Students are expected to be able to understand the basics of presentations using Microsoft Power Point 2013, practice the basics of presentations using Microsoft Power Point 2013						
INDICATOR	Accuracy in practice						
STUDY MATERIALS	Microsoft PowerPoint 2013						
INSTRUCTIONAL MEDIA	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
LEARNING MODEL	LMS Scenarios & Features				Scenario		
LEARNING TIME BURDEN	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>		
LEARNING EXPERIENCE	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises		
LEARNING ASSESSMENT	LMS Features		Instruments		Type		Instruments
	Assignment		Literature Review Forum = Feedback		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric

<b>LESSON PLAN: 4<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

## 5. 5<sup>TH</sup> MEETING

LESSON PLAN: 5 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of designing advanced presentations using Microsoft PowerPoint 2013, practice the process of designing advanced presentations using Microsoft PowerPoint 2013						
<b>INDICATOR</b>	Accuracy in practice						
<b>STUDY MATERIALS</b>	Microsoft PowerPoint 2013						
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>		
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>		
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises		
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>		<b>Instruments</b>
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric



<b>LESSON PLAN: 5<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

## 6. 6<sup>TH</sup> MEETING

LESSON PLAN:6 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of designing certificates and brochures using Microsoft Publisher 2013, practice the process of designing certificates and brochures using Microsoft Publisher 2013						
<b>INDICATOR</b>	Accuracy in practice						
<b>STUDY MATERIALS</b>	Microsoft Publisher 2013						
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>		
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>		
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises		
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>		<b>Instruments</b>
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric

<b>LESSON PLAN:6<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

## 7. 7<sup>TH</sup> MEETING

LESSON PLAN:7 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of designing a booklet/bulletin using Microsoft Publisher 2013, practice the process of designing a booklet/bulletin using Microsoft Publisher 2013						
<b>INDICATOR</b>	Accuracy in practice						
<b>STUDY MATERIALS</b>	Microsoft Publisher 2013						
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>		
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>		
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises		
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>		<b>Instruments</b>
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric

<b>LESSON PLAN:7<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

## 8. 8<sup>TH</sup> MEETING

LESSON PLAN: 8 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
SUB-CPMK	Mid semester						
INDICATOR	- Able to solve the questions given related to meeting topics 1-7						
STUDY MATERIALS	- Text - PPT Slides - Videos related to Computer Applications						
INSTRUCTIONAL MEDIA	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
LEARNING MODEL	LMS Scenarios & Features				Scenario		
LEARNING TIME BURDEN	▪ 120 minutes				▪ 120 minutes		
LEARNING EXPERIENCE							
LEARNING ASSESSMENT	LMS Features		Instruments		Type		Instruments
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric
	Weight : 25%						

## 9. 9<sup>TH</sup> MEETING

LESSON PLAN: 9 <sup>th</sup> MEETING										
ASPECT	ONLINE					OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the basics of menu charts, tables, pivot charts and subtotal formulas using Microsoft Excel 2013, practice the basics of menu charts, tables, pivot charts and subtotal formulas using Microsoft Excel 2013									
<b>INDICATOR</b>	- Accuracy in practice									
<b>STUDY MATERIALS</b>	Microsoft Excel 2013									
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-								
	LMS Features	Page	√	Lessons		Slides	√	Classroom learning: Laptop, LCD Projector, and Stationery		
		URLs	√	Forum	√	Quiz	√			
		Dock	√	Task	√	Meetings				
		Videos		Survey		Other				
Other Media	Videos, Zoom, Google Meet, and YouTube									
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>					<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>					<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises					In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>			<b>Type</b>		<b>Instruments</b>		
	<i>Assignment</i>		<i>Literature Review Forum = Feedback</i>			<i>Presentation ( Group Work )</i>		<i>Holistic Assessment Rubric</i>		

<b>LESSON PLAN: 9<sup>th</sup>MEETING</b>			
<b>ASPECT</b>	<b>ONLINE</b>		<b>OFFLINE</b>
			Group discussion
	<b>Weight : 10%</b>		



## 10. 10<sup>TH</sup> MEETING

LESSON PLAN: 10 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
<b>SUB-CPMK</b>	Students are expected to be able to understand the basic use of simple formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013, Practicing the basic use of simple formulas (min, max, if, vlookup, etc.) using Microsoft Excel 2013						
<b>INDICATOR</b>	Accuracy in practice						
<b>STUDY MATERIALS</b>	Microsoft Excel 2013						
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>		
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>		
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises		
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>		<b>Instruments</b>
	<i>Assignment</i>		<i>Literature Review Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric

<b>LESSON PLAN: 10<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

## 11. 11<sup>TH</sup> MEETING

LESSON PLAN:11 <sup>th</sup> MEETING											
ASPECT	ONLINE					OFFLINE					
<b>SUB-CPMK</b>	Students are expected to be able to understand the basic use of combination formulas (min, max, if, vlookup, etc.) using Microsoft excel 2013, practicing the basics of combination formulas (min, max, if, vlookup, etc.) using Microsoft excel 2013										
<b>INDICATOR</b>	Accuracy in practice										
<b>STUDY MATERIALS</b>	Microsoft Excel 2013										
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					Classroom learning: Laptop, LCD Projector, and Stationery				
	LMS Features	Page	√	Lessons		Slides					√
		URLs	√	Forum	√	Quiz					√
		Dock	√	Task	√	Meetings					
		Videos		Survey		Other					
Other Media	Videos, Zoom, Google Meet, and YouTube										
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>					<b>Scenario</b>					
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>					<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>					
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises					In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises					
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>			<b>Type</b>		<b>Instruments</b>			
	<i>Assignment</i>		<i>Literature Review Forum = Feedback</i>			<i>Presentation ( Group Work )</i>		<i>Holistic Assessment Rubric</i>			

LESSON PLAN:11 <sup>th</sup> MEETING			
ASPECT	ONLINE		OFFLINE
			Group discussion
	Weight : 10%		

## 12. 12<sup>TH</sup> MEETING

LESSON PLAN: 12 <sup>th</sup> MEETING								
ASPECT	ONLINE				OFFLINE			
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of drawing Flowcharts and DFDs using Microsoft Visio 2013, practice the process of drawing Flowcharts and DFDs using Microsoft Visio 2013							
<b>INDICATOR</b>	Accuracy in practice							
<b>STUDY MATERIALS</b>	Microsoft Visio 2013							
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-						
	LMS Features	Page	√	Lessons		Slides	√	
		URLs	√	Forum	√	Quiz	√	
		Dock	√	Task	√	Meetings		
		Videos		Survey		Other		
Other Media	Videos, Zoom, Google Meet, and YouTube							
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>				<b>Scenario</b>			
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>				<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>			
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises			
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>			<b>Type</b>		<b>Instruments</b>
	<i>Assignment</i>		<i>Literature Review</i> Forum = <i>Feedback</i>			Presentation ( <i>Group Work</i> ) Group discussion		Holistic Assessment Rubric

<b>LESSON PLAN: 12<sup>th</sup> MEETING</b>		
<b>ASPECT</b>	<b>ONLINE</b>	<b>OFFLINE</b>
	<b>Weight : 10%</b>	

### 13. 13<sup>TH</sup> MEETING

LESSON PLAN: 13 <sup>th</sup> MEETING								
ASPECT	ONLINE			OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of drawing maps and floor plans using Microsoft Visio 2013, practice drawing maps and floor plans using Microsoft Visio 2013							
<b>INDICATOR</b>	Accuracy in practice							
<b>STUDY MATERIALS</b>	Microsoft Visio 2013							
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					Classroom learning: Laptop, LCD Projector, and Stationery	
	LMS Features	Page	√	Lessons		Slides		√
		URLs	√	Forum	√	Quiz		√
		Dock	√	Task	√	Meetings		
		Videos		Survey		Other		
Other Media	Videos, Zoom, Google Meet, and YouTube							
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>			<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>			<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises			In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>	<b>Instruments</b>		
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion	Holistic Assessment Rubric		
	<b>Weight</b> : 10%							

## 14. 14<sup>TH</sup> MEETING

LESSON PLAN:14 <sup>th</sup> MEETING								
ASPECT	ONLINE			OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of creating a data base using Microsoft Access 2013, practice the process of creating a data base using Microsoft Access 2013							
<b>INDICATOR</b>	Accuracy in practice							
<b>STUDY MATERIALS</b>	Microsoft Access 2013							
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					Classroom learning: Laptop, LCD Projector, and Stationery	
	LMS Features	Page	√	Lessons		Slides		√
		URLs	√	Forum	√	Quiz		√
		Dock	√	Task	√	Meetings		
		Videos		Survey		Other		
Other Media	Videos, Zoom, Google Meet, and YouTube							
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>			<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>			<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises			In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>	<b>Instruments</b>		
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion	Holistic Assessment Rubric		
	<b>Weight</b> : 10%							




## 15. 15<sup>TH</sup> MEETING

LESSON PLAN: 15 <sup>th</sup> MEETING								
ASPECT	ONLINE			OFFLINE				
<b>SUB-CPMK</b>	Students are expected to be able to understand the process of creating relation tables using Microsoft Access 2013, practice the process of creating relation tables using Microsoft Access 2013							
<b>INDICATOR</b>	Accuracy in practice							
<b>STUDY MATERIALS</b>	Microsoft Access 2013							
<b>INSTRUCTIONAL MEDIA</b>	SPADA URL	-					Classroom learning: Laptop, LCD Projector, and Stationery	
	LMS Features	Page	√	Lessons		Slides		√
		URLs	√	Forum	√	Quiz		√
		Dock	√	Task	√	Meetings		
		Videos		Survey		Other		
Other Media	Videos, Zoom, Google Meet, and YouTube							
<b>LEARNING MODEL</b>	<b>LMS Scenarios &amp; Features</b>			<b>Scenario</b>				
<b>LEARNING TIME BURDEN</b>	<ul style="list-style-type: none"> <li>▪ <b>Independent Study</b> : 3 x 30 minutes</li> <li>▪ <b>Structured Assignments</b> : 3 x 30 minutes</li> </ul>			<ul style="list-style-type: none"> <li>▪ <b>Face to face</b> : 3 x 30 minutes</li> </ul>				
<b>LEARNING EXPERIENCE</b>	In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises			In the first 45 minutes all students will receive an explanation according to the theme of the material and the remaining time will be used for practicums and exercises				
<b>LEARNING ASSESSMENT</b>	<b>LMS Features</b>		<b>Instruments</b>		<b>Type</b>	<b>Instruments</b>		
	<i>Assignment</i>		<i>Literature Review</i> <i>Forum = Feedback</i>		Presentation ( <i>Group Work</i> ) Group discussion	Holistic Assessment Rubric		
	<b>Weight</b> : 10%							

## 16. 16<sup>TH</sup> MEETING

LESSON PLAN: 16 <sup>th</sup> MEETING							
ASPECT	ONLINE				OFFLINE		
SUB-CPMK	Semester Final						
INDICATOR	- Able to solve the questions given related to meeting topics 9-15						
STUDY MATERIALS							
INSTRUCTIONAL MEDIA	SPADA URL	-					
	LMS Features	Page	√	Lessons		Slides	√
		URLs	√	Forum	√	Quiz	√
		Dock	√	Task	√	Meetings	
		Videos		Survey		Other	
Other Media	Videos, Zoom, Google Meet, and YouTube						
LEARNING MODEL	LMS Scenarios & Features				Scenario		
LEARNING TIME BURDEN	120 minutes				120 minutes		
LEARNING EXPERIENCE							
LEARNING ASSESSMENT	LMS Features		Instruments		Type		Instruments
	Assignment		Literature Review Forum = Feedback		Presentation ( Group Work ) Group discussion		Holistic Assessment Rubric
	Weight : 25%						

# PROJECT TASKS PLAN

	<b>MAKASSAR MUHAMMADIYAH UNIVERSITY</b> FACULTY OF ISLAMIC ECONOMICS <b>ISLAMIC ECONOMIC STUDIES PROGRAM</b>			
<b>STUDENT ASSIGNMENT PLAN</b>				
<b>COURSE IDENTITY</b>	<b>MK's name</b>	<b>Code</b>	<b>Semester</b>	<b>SKS</b>
	<b>COMPUTER APPLICATION</b>	<b>KK 7021 1</b>	<b>II</b>	<b>2</b>
<b>TASK DESIGN</b>	<b>Form of Assignment</b>		<b>Task Completion Time</b>	
	Practice Papers and Questions		Adjusted to the time spent discussing or working on assignments, or the amount of contribution an ability makes to achieving competency in this course.	
<b>ASSIGNMENT TITLE</b>	Explain concepts, estimates and projections based on study topics at meetings 1-7 and 9-15			
	Task URL in LMS:			
<b>Sub-CPMK</b>	Students can understand the basic concepts of Microsoft Office applications to support completing essays and work.			
<b>DESCRIPTION</b>	Explain and practice Microsoft Word, Microsoft Excel, Microsoft Powerpoint on the material topics that have been discussed			
<b>ASSIGNMENT METHODS</b>	Assignments are carried out in accordance with the instructions of the teaching lecturer			
<b>TASK OBJECT</b>	Data Analysis Practice Papers and Questions			
<b>TASK OUTPUT</b>	Papers and calculation results			
<b>EVALUATION</b>	<b>Criteria &amp; Indicators</b>		<b>Assessment Techniques</b>	<b>Weight (%)</b>
	-	Retention of material	Holistic Rubric	- 40%
	-	Quiz/Practice Questions		- 30%
	-	Independent task		- 30%
<b>TIMETABLE</b>	<b>Stages</b>		<b>Time</b>	
	<ul style="list-style-type: none"> <li>- Topics 1 – 5</li> <li>- Midterm exam</li> <li>- Topics 7 – 10</li> <li>- Final exams</li> <li>- Inputting Exam Result Values</li> </ul>		<ul style="list-style-type: none"> <li>- March 15, 2021 – April 26, 2021</li> <li>- May 4, 2021</li> <li>- May 10, 2021 – June 21, 2021</li> <li>- July 26, 2021</li> <li>- 27 July – 15 August 2021</li> </ul>	
<b>ETC</b>				
<b>REFERENCES</b>				

## CPL ASSESSMENT AND ACHIEVEMENTS

TOPIC	SUNDAY	CPL	CPMK	Sub-CPMK	ASSESSMENT	WEIGHT (%)	CATEGORY
I	1	1,2,3,4	1	1	<i>Assignment , Group Presentation ( Work Group )</i>	3.5%	Online
II	2	1,2,3,4	1	2	<i>Assignments , Group Presentations ( Work Group</i>	3.5 %	Online
III	3	1,2,3,4	1,2	3	<i>Assignments , Group Presentations ( Work Group</i>	3.5 % _	Online
IV	4	1,2,3,4	1,2	4	<i>Assignments , Group Presentations ( Work Group</i>	3.5%	Online
V	5 – 7	1,2,3,4	1,2	5 -7	<i>Assignments , Group Presentations ( Work Group</i>	6.5%	Online
VI	8	1,2,3,4	1,2	1,2,3,4,5 ,6,7	<i>Assignment</i>	30%	Online
VII	9 – 11	1,2,3,4	1	9,10,11	<i>Assignments , Group Presentations ( Work Group</i>	6.5%	Online
IX	12 – 13	1,2,3,4	1	12,13	<i>Assignments , Group</i>	6%	Online

TOPIC	SUNDAY	CPL	CPMK	Sub-CPMK	ASSESSMENT	WEIGHT (%)	CATEGORY
					Presentations ( <i>Work Group</i> )		
X	14	1,2,3,4	1	14	<i>Assignments , Group Presentations (Work Group)</i>	3.5%	Online
XI	15	1,2,3,4	1	15	<i>Assignments , Group Presentations (Work Group)</i>	3.5%	Online
XI	16	1,2,3,4	1	9,10,11,12,13,14,15	<i>Assignment</i>	30%	Online

## ASSESSMENT AND ASSESSMENT SCALE

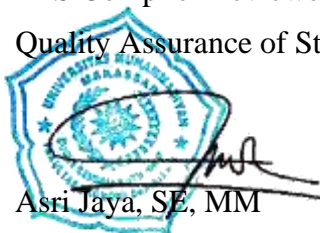
EVALUATION			SCORING SCALE	
ASPECT	TYPE	PROPORTION (%)	INTERVALS	LETTER
Absence	-	5	80 – 100	A
Activity completion	-	10	65 – < 80	B
Formative Assessment	Quiz	5	50 – <65	C
	Task 1	5	40 – <50	D
	Other tasks	5	0 – <40	E
Summative Assessment	Project assignments	40		
	UTS	15		
	UAS	15		

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RPS Compiler Reviewer

Quality Assurance of Study Program



Asri Jaya, SE, MM

NIDN. 0926088303

Course Coordinator

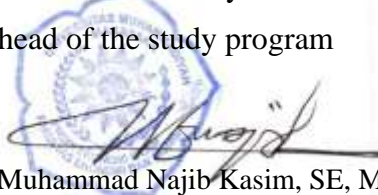


Andi Risfan Rizaldi, SE, MM

NIDN. 918058602

Endorsed by:

head of the study program



Dr. H. Muhammad Najib Kasim, SE, M.Si

NIDN. 8823690019