





SEMESTER LEARNING PLAN

SEMESTER II

COMPUTER APPLICATION



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

	MAKA		IUHAMMADIYAH VERSITY	Code Date	:	LP-UNISMUH-02.2			
			RPS form	Revision Page	:	0			
Used to complete	:	: LP-U	UNISMUH-02.2 Lea	lard					
Process		Person responsible							
Process	Name	e	Position	Signature	;	- Date			
1. Formulation									
2. Inspection									
3. Consent									
4. Determination									

5. Control

SEMESTER LEARNING PLAN

(BLENDED LEARNING MODEL – FLIPPED LEARNING TYPE)

COURSE: COMPUTER APPLICATIONS

LIST OF CONTENTS

SEMESTER LEARNING PLAN	1
LIST OF CONTENTS	1
SEMESTER LEARNING PLAN	2
1. 1st MEETING	8
2. 2 nd MEETING	9
3. 3 rd MEETING	10
4. 4 th MEETING	12
5. 5 th MEETING	14
6. 6 th MEETING	16
7. 7 th MEETING	18
8. 8 th MEETING	20
9. 9 th MEETING	21
10. 10 th MEETING	
11. 11 th MEETING	25
12. 12 th MEETING	27
13. 13 th MEETING	29
14. 14 th MEETING	
15. 15 th MEETING	31
16. 16 th MEETING	32
PROJECT TASKS PLAN	
CPL ASSESSMENT AND ACHIEVEMENTS	34
ASSESSMENT AND ASSESSMENT SCALE	36
BIBLIOGRAPHY	37



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



SEMESTER LEARNING PLAN

		SEMESTER LEARNING LAN							
	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							
	01212(11111)	managerial decisions							
	COURSE LEAR	NING CAPAIN (CPMK)							
	CDMV 1	Understand various functions of computer applications so that students can have skills in various problems							
	CPMK 1	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							
FINAL CAPABILITY OF EACH LEARNING STAGE (Sub-CPMK)									
	Sub-CPMK1	Students are expected to be able to understand types of computers, types of computers, types of Microsoft							
	Sub-CPMK1	Word							
	Sub-CPMK2	Students are expected to be able to understand the functions of the home menu, insert, page layout, in							
	Sub-CPWIK2	Microsoft Word 2013							
	Sub-CPMK3	Students are expected to be able to understand the references menu, mailing menu							
	C1. CDMIZA	Students are expected to be able to understand the basics of presentations using Microsoft Power Point							
	Sub-CPMK4	2013, practice the basics of presentations using Microsoft Power Point 2013							
		Students are expected to be able to understand the process of designing advanced presentations using							
	Sub-CPMK5	Microsoft PowerPoint 2013, practice the process of designing advanced presentations using Microsoft							
		PowerPoint 2013							



SEMESTER LEARNING PLAN

	Students are expected to be able to understand the process of designing certificates and brochures using					
Sub-CPMK6	Microsoft Publisher 2013, practice the process of designing certificates and brochures using Microsoft					
	Publisher					
Cl. CDMV7	Students are expected to be able to understand the process of designing a booklet/bulletin using Microsoft					
Sub-CPMK7	Publisher 2013, practice the process of designing a booklet/bulletin using Microsoft Publisher 2013					
	Students are expected to be able to understand the basics of menu charts, tables, pivot charts and subtotal					
Sub-CPMK8	formulas using Microsoft Excel 2013, practice the basics of menu charts, tables, pivot charts and subtotal					
	formulas using Microsoft Excel 2013					
	Students are expected to be able to understand the basic use of simple formulas (min, max, if, vlookup,					
Sub-CPMK9	etc.) using Microsoft Excel 2013, Practicing the basic use of simple formulas (min, max, if, vlookup, etc.)					
	using Microsoft Excel 2013					
	Students are expected to be able to understand the basic use of combination formulas (min, max, if,					
Sub-CPMK10	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					
Suo-CriviKi i	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					
Sub-CPMR12	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					
Suo-Crivik13	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					
Suo-CriviX14	Access 2013, practice the process of creating relation tables using Microsoft Access 2013					



SEMESTER LEARNING PLAN Sub-CPMK1-CORRELATION Sub-CPMK3-4 Sub-CPMK5-6 Sub-CPMK7-8 Sub-CPMK9-10 Sub-CPMK11-12 CPMK1 CPMK2 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 **COURSE** knowledge about computers and their use to support their profession in the real world of work. This general introduction is DESCRIPTION expected to open students' insight and knowledge in using computers. 1. Introduction to computers and Microsoft software 2. Microsoft word 2013 3. Microsoft Powerpoint 2013 STUDY **MATERIAL** 4. Microsoft Publisher 2013 (TOPIC) 5. Microsoft Excel 2013 6. Microsoft Visio 2013 7. Microsoft Access 2013 **Main Reference REFERENCE** 1. Robert W. Bauman Ph.D. (2013). Easy Office 2013. Que Publishing 2. Misty E. Vermaat, Steven M. Freund. (2014). Microsoft Office 2013: introductory. Cengage Learning



SEMESTER LEARNING PLAN

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- 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

No. No.	MAKASSAR MUHAMMADIYAH UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS ISLAMIC ECONOMIC STUDIES PROGRAM
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	- Harmayani, H., Abdilah, D., Mapilindo, M., Oktopanda, O., & Hutahaean, 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. 1ST MEETING

	LESSON PLAN:1 st MEETING											
ASPECT		(ONL	INE				OFFLINE				
SUB-CPMK		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 _										
INDICATOR	Accuracy in e	Accuracy in explaining the material										
STUDY MATERIALS	- Introdu	 Tuition contract Introduction Introduction to computers and Microsoft software 										
	SPADA URL	-										
INSTRUCTIONAL MEDIA	LMS Features	Page URLs Dock Videos	√ √ √	Lessons Forum Task	√ √	Slides Quiz Meetings	\ \ \	Classroom learning: Laptop, LCD Projector, and Stationery				
	Other Media			Survey n, Google l	Mee	Other t, and		_				
LEARNING MODEL		LMS Scer	nario	os & Featu	ıres			Scenario				
LEARNING TIME BURDEN	IndependStructure	•				tes		■ Face to face : 3 x 30 minutes				
LEARNING EXPERIENCE	Understand t	he basics	of co	mputers				Understand the basics of co	omputers			
	LMS F	eatures		In	stru	iments		Type	Instruments			
LEARNING ASSESSMENT	Assignment	Assignment Literatu Forum						Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			
	Weight : 10%											

2. 2ND MEETING

LESSON PLAN:2 nd MEETING											
ASPECT		ONI	LINE				OFFLINE				
SUB-CPMK	Students are expected to be able to understand the functions of the home menu, insert, page layout, in Microsoft Word 2013										
INDICATOR	Accuracy in p	ractice									
STUDY MATERIALS	Microsoft Wo	Microsoft Word 2013									
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features Other Media	Dock √ Task √ Meetings Videos Survey Other Stationery Videos Zoom Google Meet, and					LCD Projector, and				
LEARNING MODEL		LMS Scenari	ios & Featu	res			Scenario				
LEARNING MODEL											
LEARNING TIME BURDEN	_	ent Study : 3 2 d Assignment			es		■ Face to face : 3 x 30 min	nutes			
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				
	LMS F	eatures	Ins	strui	nents		Type	Instruments			
LEARNING ASSESSMENT	Assignment		Literature Review Forum = Feedback				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			
	Weight : 10%										

3. 3RD MEETING

	LESSON PLAN: 3 rd MEETING											
ASPECT		ONI	LINE			OFFLINE						
SUB-CPMK	Students are e	xpected to be a	able to unde	rsta	nd the refer	enc	es menu, mailing menu					
INDICATOR	Accuracy in p	ractice										
STUDY MATERIALS	Microsoft Wo	rd 2013										
	SPADA URL	-										
INSTRUCTIONAL MEDIA	LMS Features	Page √ URLs √ Dock √	Lessons Forum Task	√ √	Slides Quiz Meetings	√	Classroom learning: Laptop, LCD Projector, and Stationery					
	Other Media Videos Survey Other Videos, Zoom, Google Meet, and YouTube											
LEARNING MODEL	LMS Scenarios & Features						Scenario					
LEAKNING WODEL												
LEARNING TIME BURDEN		ent Study : 3 2 d Assignment			tes		■ Face to face : 3 x 30 minutes					
LEARNING EXPERIENCE	In the first 45 rexplanation according time	cording to the	theme of the	e ma	aterial and th	ie	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	LMS F	eatures	Ins	stru	ments		Type	Instruments				
ASSESSMENT	Assignment				view lback		Presentation (<i>Group Work</i>)	Holistic Assessment Rubric				

LESSON PLAN: 3rdMEETING								
ASPECT	ONL	INE	OFFLINE					
			Group discussion					
	Weight: 10%							

4. 4TH MEETING

LESSON PLAN: 4 th MEETING										
ASPECT		ONI	LINE				OFF	LINE		
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 p	ractice								
STUDY MATERIALS	Microsoft Pov	werPoint 2013								
	SPADA URL	-								
INSTRUCTIONAL	LMS	$\begin{array}{c c} \text{Page} & \sqrt{} \\ \text{URLs} & \sqrt{} \end{array}$	Lessons Forum	V	Slides Quiz	√ √	Classroom learning: Laptop,	LCD Projector, and		
MEDIA	Features	Dock √ Videos	Task Survey	√	Meetings Other		Stationery			
	Other Media	Videos, Zoor YouTube	n, Google N	Лее	t, and					
LEARNING MODEL		LMS Scenari	os & Featu	res			Scenario			
LEARNING MODEL										
LEARNING TIME BURDEN	_	ent Study : 3 > ed Assignment			tes		■ Face to face : 3 x 30 minutes			
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			
	LMS Features Instruments						Type	Instruments		
LEARNING ASSESSMENT	Assignment			Literature Review		Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			

LESSON PLAN: 4th MEETING								
ASPECT	ONLINE	OFFLINE						
	Weight: 10%							

5. 5^{TH} MEETING

	LESSON PLAN: 5 th MEETING										
ASPECT		ONLINE				OFFLINE					
SUB-CPMK		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									
INDICATOR	Accuracy in practice										
STUDY MATERIALS	Microsoft PowerPoint	Microsoft PowerPoint 2013									
	SPADA URL -										
INSTRUCTIONAL MEDIA	LMS URLs Features Dock Video	√ Lesso √ Foru √ Task Surve	$\frac{1}{2}$	Slides Quiz Meetings Other	√ √	√					
	Other Media Videos YouTu	Zoom, Goog be	gle Mee	t, and							
LEARNING MODEL	LMS Se	enarios & F	eatures	}		Scenario					
LEARING MODEL											
LEARNING TIME BURDEN	Independent StudStructured Assign			ites		■ Face to face : 3 x 30 minutes					
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					
	LMS Features		Instru	ıments		Type	Instruments				
LEARNING ASSESSMENT	Assignment Literature Review Forum = Feedback			Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric						

LESSON PLAN: 5 th MEETING										
ASPECT ONLINE OFFLINE										
	Weight : 10%									

6. 6TH MEETING

	LESSON PLAN:6 th MEETING										
ASPECT		(ONI	LINE				OFF	LINE		
SUB-CPMK		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									
INDICATOR	Accuracy in p	ractice									
STUDY MATERIALS	Microsoft Pub	olisher 2013	3								
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features	Page URLs Dock	√ √ √	Lessons Forum Task	√ √	Slides Quiz Meetings	√ √	Classroom learning: Laptop, LCD Projector, and Stationery			
	Other Media	Videos, Z Videos, Z YouTube		Survey n, Google N	Mee	Other t, and					
LEARNING MODEL		LMS Scen	ari	os & Featu	ıres			Scer	nario		
LEARNING TIME BURDEN	_	•		x 30 minute s : 3 x 30 m		tes		■ Face to face : 3 x 30 min	nutes		
LEARNING EXPERIENCE	• Structured Assignments: 3 x 30 minutes 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					aterial and tl		In the first 45 minutes all stu explanation according to the the remaining time will be us exercises	theme of the material and		
	LMS F	eatures		In	stru	iments		Type	Instruments		
LEARNING ASSESSMENT	Assignment			Literature Forum = 1				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric		

	LESSON PLAN:6 th MEETING									
ASPECT	ONLINE	OFFLINE								
	Weight : 10%									

7. 7TH **MEETING**

	LESSON PLAN:7 th MEETING										
ASPECT	ONLINE						OFF	LINE			
SUB-CPMK		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									
INDICATOR	Accuracy in p	ractice									
STUDY MATERIALS	Microsoft Pub	olisher 2013									
	SPADA URL	-									
INSTRUCTIONAL	LMS	Page √ URLs √	Lessons Forum	√	Slides Quiz	√ √	Classroom learning: Laptop, LCD Projector, and				
MEDIA	Features	Dock √ Videos	Task Survey	√	Meetings Other		Stationery	Ŷ			
	Other Media	Videos, Zoon YouTube		Mee	t, and						
LEARNING MODEL		LMS Scenario	os & Featu	res			Scenario				
LEARNING MODEL											
LEARNING TIME BURDEN	_	ent Study : 3 xed Assignment			tes		■ Face to face : 3 x 30 mir	nutes			
LEARNING EXPERIENCE	explanation ac	minutes all stu ecording to the time will be us	theme of the	ne m	naterial and		In the first 45 minutes all stue explanation according to the the remaining time will be u	theme of the material and			
EXI EXIETCE	exercises	time win be as	sed for prac	ticu	ins and		exercises	sed for practicums and			
	LMS Features Instruments						Type	Instruments			
LEARNING ASSESSMENT	Assignment			Literature Review Forum = Feedback			Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			

LESSON PLAN:7 th MEETING									
ASPECT	ONLINE	OFFLINE							
	Weight : 10%								

8. 8THMEETING

	LESSON PLAN:8th MEETING										
ASPECT		ON	LINE				OFF	LINE			
SUB-CPMK	Mid semester	Mid semester									
INDICATOR	- Able to solv	e the question	ns given rela	ted 1	to meeting to	opio	es 1-7				
STUDY MATERIALS	- Text- PPT Slides- Videos relate	ed to Comput	er Application	ons							
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features	Page √ URLs √ Dock √ Videos	Lessons Forum Task Survey	√ √	Slides Quiz Meetings Other	√ √	Classroom learning: Laptop, LCD Projector, and Stationery				
	Other Media	Videos, Zoo YouTube	om, Google	Mee	t, and						
LEARNING MODEL		LMS Scenar	rios & Featu	ıres			Scenario				
LEAKIIII WIODEL											
LEARNING TIME BURDEN	■ 120 minut	es					■ 120 minutes				
LEARNING EXPERIENCE											
	LMS F	eatures	In	stru	iments		Type	Instruments			
LEARNING ASSESSMENT	Assignment		Literature Review Forum = Feedback				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			
	Weight: 25%	1									

9. 9TH MEETING

	LESSON PLAN: 9 th MEETING										
ASPECT	ONLINE						OFF	LINE			
SUB-CPMK	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										
INDICATOR	- Accuracy in	practice									
STUDY MATERIALS	Microsoft Exc	eel 2013									
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features	Page √ URLs √ Dock √ Videos	Lessons Forum Task Survey	√ √	Slides Quiz Meetings Other	√	Classroom learning: Laptop, LCD Projector, and Stationery				
	Other Media	Videos, Zoor YouTube			, and		9				
LEARNING MODEL		LMS Scenario	os & Featu	res			Scer	nario			
LEARNING TIME BURDEN	_	ent Study : 3 > d Assignment			es		■ Face to face : 3 x 30 min	nutes			
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	LMS F	eatures	Ins	stru	ments		Type	Instruments			
ASSESSMENT	Assignment		Literature Forum = F				Presentation (<i>Group Work</i>)	Holistic Assessment Rubric			

LESSON PLAN: 9th MEETING										
ASPECT ONLINE OFFLINE										
	Group discussion									
	Weight: 10%									

10. 10TH **MEETING**

	LESSON PLAN: 10th MEETING										
ASPECT	ONLINE						OFF	LINE			
SUB-CPMK	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										
INDICATOR	Accuracy in p	ractice									
STUDY MATERIALS	Microsoft Exc	eel 2013									
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features	Page √ URLs √ Dock √	Lessons Forum Task	√ √	Slides Quiz Meetings	√ √	Classroom learning: Laptop, LCD Projector, and				
	Other Media	Videos Videos, Zoor YouTube	Survey n, Google M	Mee	Other t, and		Stationery				
LEARNING MODEL		LMS Scenari	os & Featu	ıres			Scenario				
LEARNING MODEL											
LEARNING TIME BURDEN		ent Study : 3 > d Assignment			tes		■ Face to face : 3 x 30 mir	nutes			
LEARNING EXPERIENCE	explanation acc	the first 45 minutes all students will receive an aplanation according to the theme of the material and the maining time will be used for practicums and exercises					In the first 45 minutes all stu explanation according to the the remaining time will be us exercises	theme of the material and			
	LMS Fo	eatures	In	stru	iments		Type	Instruments			
LEARNING ASSESSMENT	Assignment		Literature Forum = 1				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			

LESSON PLAN: 10 th MEETING									
ASPECT	ONLINE	OFFLINE							
	Weight : 10%								

11. 11^{TH} MEETING

	LESSON PLAN:11th MEETING										
ASPECT	ONLINE						OFF	LINE			
SUB-CPMK		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									
INDICATOR	Accuracy in p	ractice									
STUDY MATERIALS	Microsoft Exc	cel 2013									
	SPADA URL	-									
INSTRUCTIONAL MEDIA	LMS Features	$\begin{array}{c c} \text{Page} & \sqrt{} \\ \text{URLs} & \sqrt{} \\ \text{Dock} & \sqrt{} \\ \text{Videos} \end{array}$	Lessons Forum Task Survey	√ √	Slides Quiz Meetings Other	√ √	Classroom learning: Laptop, Stationery	assroom learning: Laptop, LCD Projector, and ationery			
	Other Media	Videos, Zoor YouTube	n, Google N	Лее	t, and						
LEARNING MODEL		LMS Scenari	os & Featu	res			Scenario				
LEARNING MODEL											
LEARNING TIME BURDEN	_	ent Study : 3 2 d Assignment			tes		■ Face to face : 3 x 30 min	nutes			
LEARNING EXPERIENCE	• Structured Assignments: 3 x 30 minutes 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	LMS F	eatures	Ins	stru	ıments		Type	Instruments			
ASSESSMENT	Assignment		Literature Forum = I				Presentation (<i>Group Work</i>)	Holistic Assessment Rubric			

LESSON PLAN:11th MEETING										
ASPECT ONLINE OFFLINE										
	Group discussion									
	Weight: 10%									

12. 12^{TH} MEETING

	LESSON PLAN: 12 th MEETING									
ASPECT		(ONI	LINE				OFF	LINE	
SUB-CPMK		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								
INDICATOR	Accuracy in p	ractice								
STUDY MATERIALS	Microsoft Vis	io 2013								
	SPADA URL									
INSTRUCTIONAL MEDIA	LMS Features	Page URLs Dock	√ √ √	Lessons Forum Task	√ √	Slides Quiz Meetings	√ √	Classroom learning: Laptop, Stationery	LCD Projector, and	
WEDIA		Videos	'	Survey n, Google M	Mee	Other		Stationery		
	Other Media	YouTube	:							
LEARNING MODEL		LMS Scer	ıari	os & Featu	ires			Scenario		
LEARNING TIME BURDEN				x 30 minute x : 3 x 30 m		tes		■ Face to face : 3 x 30 minutes		
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				naterial and		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			
	LMS F	eatures		In	stru	ıments		Type	Instruments	
LEARNING ASSESSMENT	Assignment Literature Review Forum = Feedback				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric				

LESSON PLAN: 12th MEETING										
ASPECT	ONLINE	OFFLINE								
	Weight: 10%									

13. 13TH **MEETING**

			EE	TING							
ASPECT		()NL	INE				OFFLINE			
SUB-CPMK		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									
INDICATOR	Accuracy in pra	actice									
STUDY MATERIALS	Microsoft Visio	2013									
	SPADA URL	-									
INGERTAGE AND A		Page	-,	Lessons	,	Slides	1				
INSTRUCTIONAL MEDIA	LMS Features	URLs Dock	-	Forum Task	ν 1	Quiz Meetings	1	Classroom learning: Laptop, Lo	CD Projector, and Stationery		
WEDIA		Videos		Survey	V	Other					
	Other Media	Videos, Zo	oom,	, Google Me	eet, a	and YouTube					
I E A DANNIG MODEL	LMS Scenario	s & Feature	es					Scenario			
LEARNING MODEL											
LEARNING TIME BURDEN	IndependeStructured	nt Study : 3 l Assignmer			utes			■ Face to face : 3 x 30 minutes			
LEARNING	In the first 45 r								ents will receive an explanation		
EXPERIENCE	according to th				the	remaining tin	ne		material and the remaining time		
	LMS Features	•					will be used for practicums and Type	Instruments			
LEARNING	LIVIS Features			Literature		yi ayu		7 4	Instruments		
ASSESSMENT	Assignment	Assignment				new back		Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric		
	Weight: 10%		,					-			

14. 14TH **MEETING**

		I	EE	TING							
ASPECT		0	NLINE				OFFLINE				
SUB-CPMK		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									
INDICATOR	Accuracy in pra	actice									
STUDY MATERIALS	Microsoft Acce	ess 2013									
	SPADA URL	-									
INCONTINUONAL		Page	Lessons	,	Slides	1					
INSTRUCTIONAL MEDIA	LMS Features	URLs 2	Forum Task	ν λ	Quiz Meetings	7	Classroom learning: Laptop, LCD Projector, and Stationery				
		Videos	Survey	V	Other						
	Other Media	Videos, Zoo	m, Google M	eet, a	and YouTube						
I E A DANNIG MODEL	LMS Scenario	s & Features					Scenario				
LEARNING MODEL											
LEARNING TIME BURDEN		nt Study : 3 2 l Assignment	x 30 minutes s : 3 x 30 min	utes			■ Face to face : 3 x 30 minutes				
LEARNING	In the first 45 i							ents will receive an explanation			
EXPERIENCE							according to the theme of the will be used for practicums and	material and the remaining time d exercises			
	LMS Features		Instrume	nts			Type	Instruments			
LEARNING ASSESSMENT	Assignment		Literature Forum = I				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric			
	Weight : 10%										

15. 15^{TH} MEETING

	LESSON PLAN: 15th MEETING										
ASPECT	ONLINE							OFFLINE			
SUB-CPMK		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									
INDICATOR	Accuracy in pra	actice									
STUDY MATERIALS	Microsoft Acce	ess 2013									
	SPADA URL	-									
************		Page	$\sqrt{}$	Lessons	,	Slides	1				
INSTRUCTIONAL MEDIA	LMS Features	URLs	1	Forum	1	Quiz	√	Classroom learning: Laptop, Lo	CD Projector, and Stationery		
		Dock Videos	γ	Task Survey	V	Meetings Other					
	Other Media		oom	•	eet, a	and YouTube					
	LMS Scenario	l		<u>, c</u>				Scenario			
LEARNING MODEL											
LEARNING TIME BURDEN	IndependeStructured			30 minutes : 3 x 30 min	utes			■ Face to face : 3 x 30 minut	tes		
LEARNING	In the first 45 r								ents will receive an explanation		
EXPERIENCE	according to th				the	remaining tir	ne		material and the remaining time		
	will be used for LMS Features	•	s and	Instrume	nta			will be used for practicums and	Instruments		
I E A DAMAIC	LMS Features							Type	Instruments		
LEARNING ASSESSMENT	Assignment			Literature Forum = I				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric		
	Weight: 10%										

16. 16TH **MEETING**

	LESSON PLAN: 16th MEETING											
ASPECT	ONLINE						OFFLINE					
SUB-CPMK	Semester Fina	Semester Final										
INDICATOR	- Able to solv	e the questio	ns given rela	ted	to meeting to	opio	es 9-15					
STUDY MATERIALS												
	SPADA URL	-										
		Page \	Lessons		Slides							
INSTRUCTIONAL	LMS	URLs \	Forum	1	Quiz		Classroom learning: Laptop,	LCD Projector, and				
MEDIA	Features	Dock 1			Meetings		Stationery					
		Videos	Survey		Other							
	Other Media	Videos, Zo YouTube	om, Google	Mee	t, and							
LEARNING MODEL		LMS Scena	rios & Feat	ures			Scenario					
LEARNING MODEL												
LEARNING TIME BURDEN	120 minutes						120 minutes					
LEARNING EXPERIENCE												
	LMS F	LMS Features Instruments					Туре	Instruments				
LEARNING ASSESSMENT	Assignment		Literatur Forum =				Presentation (<i>Group Work</i>) Group discussion	Holistic Assessment Rubric				
	Weight: 25%			•								

PROJECT TASKS PLAN

	MAKASSAR MUHAMMADIYAH UNIVERSITY FACULTY OF ISLAMIC ECONOMICS ISLAMIC ECONOMIC STUDIES PROGRAM								
	STUDE	NT ASSIGNMENT	PLAN						
COURSE	MK's name	Code	Semester	SKS					
IDENTITY	COMPUTER APPLICATION	KK 7021 1	II	2					
	Form of Assignment Task Completion Time								
TASK DESIGN	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.						
ASSIGNMENT TITLE	Explain concepts, es 7 and 9-15 Task URL in LMS:	timates and projection	ons based on study to	opics at meetings 1-					
Sub-CPMK			epts of Microsoft Of	fice applications to					
DESCRIPTION	Explain and practice the material topics the	nat have been discuss	sed	•					
ASSIGNMENT	_	ried out in accordan	ice with the instruction	ons of the teaching					
METHODS TASK	lecturer								
OBJECT	Data Analysis Practi	ce Papers and Quest	ions						
TASK OUTPUT	Papers and calculation	on results							
	Criteria &	Indicators	Assessment Techniques	Weight (%)					
EVALUATION	- Retention of		Holistic Rubric	- 40%					
LVILLOITION	- Quiz/Practic			- 30%					
	- Independent	task		- 30%					
	Sta	ges	Ti	me					
TIMETABLE	- Topics 1 – 5 - Midterm exa - Topics 7 – 1 - Final exams - Inputting Ex	am O	 March 15, 2021 – April 26, 2021 May 4, 2021 May 10, 2021 – June 21, 2021 July 26, 2021 27 July – 15 August 2021 						
ETC									
REFERENCES									

CPL ASSESSMENT AND ACHIEVEMENTS

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

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

ASSESSMENT AND ASSESSMENT SCALE

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

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