



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITAS NEGERI SURABAYA
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
DEPARTMENT OF NATURAL SCIENCES

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Undergraduate Programme in Science Education

Module Handbook

Module Name:	<i>Dasar-Dasar Komputer</i> (Basic Computer)												
Module Level:	Bachelor degree/Undergraduate Programme												
Course Code:	8420102032												
Abbreviation, if applicable:	Not applicable												
Courses included in the module, if applicable:	Not applicable												
Semester/term	I (even semester)/first year												
Module coordinator(s):	Dr. Hasan Subekti, M.Pd.												
Lecturer(s):	Dr. Hasan Subekti, S.Pd., M.Pd. Aris Rudi Purnomo, S.Si., M.Pd., M.Sc. Ernita Vika Aulia, S.Pd., M.Pd.												
Language:	<i>Bahasa Indonesia</i> (Indonesian Language)												
Classification within the curriculum:	Compulsory / Elective												
Teaching format/class hours per week during the semester:	2 contact hours of lectures (Indonesia credit semester or <i>sks</i> *)												
Workload:	2 x 50 minutes lectures, 2 x 60 minutes structured activity, 2 x 60 minutes individual activity, 14 weeks per semester, 80 total hours per semester ~ 3.18 ECTS**												
Credit point:	2 <i>sks</i> (3.18 ECTS)												
Requirements:	-												
Learning goals/competencies:	<p>Course Learning Outcomes (CLOs): After taking this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Explain the features of computer software to support science teaching and learning; 2. Operate the computer software to prepare instrument for teaching and learning; and 3. Combine the use of computer software to support teaching and learning in science. 												
Content:	Students will study about various computer software such as Microsoft Office, Mendeley, Cmap, Photoshop, Corel Draw, and Google Apps.												
Attribute Soft skill:	Discipline, collaboration, responsibility, and argumentation in the natural classroom setting.												
Study/exam achievements:	<p>Students are considered to be competent and pass if at least get 40% of the maximum final grade. The final grade (NA) is calculated based on the following weight:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: yellow;">Assessment Components</th> <th style="background-color: yellow;">Percentage Contribution</th> </tr> </thead> <tbody> <tr> <td>Participation</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Assignment</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Mid-semester test</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Final semester test</td> <td style="text-align: center;">30%</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Assessment Components	Percentage Contribution	Participation	20%	Assignment	30%	Mid-semester test	20%	Final semester test	30%	Total	100%
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Total	100%												

Learning Methods	student-centred approach, lecturing, group and class discussion, and presentation (structured activities)
Form of Media:	PowerPoint slides, student worksheets, video tutorials
Literature (primary references):	<ol style="list-style-type: none"> 1. Madcoms. 2011. <i>Rumus dan Fungsi Microsoft Excel untuk Pemula</i>. Jakarta: Andi 2. _____. 2011. <i>Mahir Dalam 7 Hari Microsoft Powerpoint</i>. Jakarta: Andi 3. Tim EMS. 2014. <i>Mahir Microsoft Word untuk Pemula</i>. Jakarta: Elex Media Komputindo
Notes:	<p>*1 sks in learning process = three contact hours that consist of: (a) scheduled instruction in a classroom or laboratory (50 minutes); (b) structured activity (60 minutes); and (c) individual activity (60 minutes)</p> <p>according to the Regulation of Indonesia Ministry of Research, Technology, and Higher Education No. 44 Year 2015 jo. the Regulation of Indonesia Ministry of Research, Technology, and Higher Education No. 50 Year 2018.</p> <p>**1 sks = 1,59 ECTS</p>