



ISLAMIC VALUES
ACADEMIC EXCELLENCE
GLOBAL COMPETITIVENESS

PROFILE OF COMPUTER LABORATORY

MASTER PROGRAM IN ELEMENTARY EDUCATION

SULTAN AGUNG ISLAMIC
UNIVERSITY

“

*Empowering learning
through technology,
innovation, and
academic excellence
for future educators.*

”



TECHNOLOGY

Supporting digital literacy
and academic skills



LEARNING

Enhancing effective,
innovative, and
student-centered learning



RESEARCH

Facilitating data analysis
and academic
development



COLLABORATION

Building a collaborative
and productive academic
environment

2026

TABLE OF CONTENTS

Contents

CHAPTER I	4
INTRODUCTION.....	4
1.1 Background	4
1.2 Purpose of the Document	4
1.3 Policy and Regulatory Basis	4
CHAPTER II.....	5
COMPUTER LABORATORY PROFILE.....	5
2.1 Laboratory Identity.....	5
2.2 Laboratory Vision, Mission, and Objectives.....	5
Vision	5
Mission.....	5
Objectives.....	5
2.3 Organizational Structure and Governance	6
CHAPTER III.....	7
FACILITIES AND INFRASTRUCTURE.....	7
3.1 Room Conditions	7
3.2 Laboratory Equipment and Supplies	7
3.3 Digital Resources and Software	8
Utilization for Scientific Writing and Publication	8
CHAPTER IV	8
LINKAGE WITH COURSES AND LEARNING OUTCOMES.....	8
4.1 Contribution to Graduate Learning Outcomes (GLOs).....	9
CHAPTER V.....	10
SERVICES, SCHEDULE, AND RULES OF USE	10
5.1 Types of Services	10
5.2 Operating Schedule	10
5.3 Standard Operating Procedure (SOP) for Use.....	10
5.4 Occupational Health and Safety (OHS)	10
CHAPTER VI	11
QUALITY ASSURANCE AND LABORATORY DEVELOPMENT	11
6.1 Evaluation Mechanism.....	11
6.2 Development Plan	11

6.3 Budget and Funding	11
CHAPTER VII	12
CONCLUSION	12
APPENDICES.....	12

CHAPTER I

INTRODUCTION

1.1 Background

The Computer Laboratory is one of the academic support units of the Master Program in Elementary Education, serving as a facility for developing students' digital literacy and information technology competencies. Its activities include data processing practices, development of computer-based instructional materials, online learning, and development of Information and Communication Technology (ICT)-based learning media.

The existence of this laboratory demonstrates the institution's commitment to supporting Graduate Learning Outcomes (GLOs), particularly those oriented toward pedagogical, professional, personal, and social competencies required of graduates of teacher education programs in the digital era. The Computer Laboratory is provided as a technology-based learning environment that enables students to gain hands-on experience in using hardware, software, internet networks, learning applications, and various digital learning resources.

The laboratory is used not only for computer practical activities but also supports various learning activities, including the development of digital learning media, data processing, preparation of teaching materials, creation of interactive presentations, utilization of Learning Management Systems (LMS), development of instructional multimedia, and other academic activities.

Students and lecturers can utilize the computer facilities for research data processing and analysis, development of digital-based educational products, preparation of scholarly publication materials, and development of learning media and resources that can be utilized by schools and the community.

The Computer Laboratory of the Master Program in Elementary Education is expected to become a modern, inclusive, safe, accessible, and technology-adaptive learning environment, while also serving as a facility for developing professional, creative, innovative, and responsible educators with strong character.

Sustainable laboratory management is also part of the Program's efforts to establish a quality culture and continuously improve the quality of learning.

1.2 Purpose of the Document

1. To provide a comprehensive overview of the profile, capacity, and functions of the Computer Laboratory of the Master Program in Elementary Education.
2. To document the available facilities, infrastructure, and computer equipment inventory as evidence of adequate learning support resources.
3. To demonstrate the mapping between laboratory facilities, courses, and the learning outcomes of the study program.
4. To serve as a basis for planning the sustainable development and quality improvement of the laboratory.

1.3 Policy and Regulatory Basis

- Law Number 12 of 2012 concerning Higher Education.
- Regulation of the Minister of Education, Culture, Research, and Technology concerning the National Standards for Higher Education (SN-Dikti).
- Statutes and Strategic Plan of Sultan Agung Islamic University (UNISSULA).
- ACQUIN international accreditation guidelines and criteria for teacher education programs.
- Curriculum of the Master Program in Elementary Education, Sultan Agung Islamic University (UNISSULA).

CHAPTER II

COMPUTER LABORATORY PROFILE

2.1 Laboratory Identity

Item	Description
Laboratory Name	Computer Laboratory of the Master Program in Elementary Education
Managing Program	Master Program in Elementary Education
Faculty	Faculty of Teacher Training and Education (FKIP)
University	Sultan Agung Islamic University (UNISSULA)
Location / Building	FKIP Building, 2nd Floor, Computer Laboratory Room
Room Area	± 56 m ²
Capacity	30 students per session
Year Established / Operational	2013
Ownership Status	Institution-owned
Head/Laboratory Coordinator	Dr. Yulina Ismiyanti, M.Pd.

2.2 Laboratory Vision, Mission, and Objectives

Vision

"To become an excellent computer laboratory that supports the strengthening of digital literacy and information technology competencies of professional, adaptive, and innovative future elementary education educators."

Mission

5. To provide adequate computer facilities and infrastructure relevant to the needs of ICT-based courses.
6. To facilitate students in developing skills in data processing, learning administration, and computer-based digital media production.
7. To support research, community service, and online learning activities for lecturers and students.
8. To maintain the reliability and security of computer systems and equipment continuously.

Objectives

- To produce graduates of the Master Program in Elementary Education who are competent in digital literacy and the use of ICT for learning.
- To improve the quality of practices in developing computer-based instructional materials and assessments.
- To support the achievement of Graduate Learning Outcomes (GLOs) related to information and communication technology skills.

2.3 Organizational Structure and Governance

The Computer Laboratory is coordinated by the Head of the Master Program in Elementary Education and operated by the Head/Laboratory Coordinator with the assistance of laboratory staff/technicians.

The management structure covers planning, procurement, hardware and software maintenance, user services, and evaluation of laboratory utilization.

Position	Name	Main Responsibilities
Person in Charge	Dr. Rida Fironika K, S.Pd., M.Pd.	General policy and laboratory quality supervision
Head/Laboratory Coordinator	Dr. Yulina Ismiyanti, S.Pd., M.Pd.	Planning, activity coordination, and reporting

CHAPTER III

FACILITIES AND INFRASTRUCTURE

3.1 Room Conditions

The Computer Laboratory is equipped with a student computer practice room and a lecturer work area, supported by adequate lighting, air conditioning (AC), electrical installations, and network connectivity (LAN/Wi-Fi) to support computer-based courses and practical activities.

Room Name	Function	Area (m ²)	Capacity
Computer Practice Room	Computer-based practice and courses	56	30 people
Lecturer Work Area	Teaching and practical-session supervision	56	30 people

3.2 Laboratory Equipment and Supplies

The following is a list of the main equipment available in the Computer Laboratory of the Master Program in Elementary Education. The quantity and condition of the equipment are based on the latest inventory.

No.	Equipment/Supply	Quantity	Condition	Function
1	Personal Computer	28 units	Good	Main equipment for student computer practice
2	Computer Desk	30 units	Good	Space for computer units and student work
3	Lecture Chair	50 units	Good	Seating for students during practical sessions
4	LCD/Projector	1 unit	Good	Equipment for displaying learning materials and presentations
5	Air Conditioner (AC)	5 units	Good	Room cooling
6	Wooden Cabinet (Sound System)	1 unit	Good	Storage for sound system equipment
7	Whiteboard	1 unit	Good	Medium for writing instructional materials
8	Room Speakers	2 units	Good	Enhance audio output from computers, microphones, or audiovisual media
9	Internet Panel	1 unit	Good	Central point for internet network management
10	CCTV	1 unit	Unknown	Monitoring room security

3.3 Digital Resources and Software

- Operating systems and office application packages (e.g., Microsoft Office/LibreOffice) for document, data, and presentation processing.
- Applications supporting the development of digital instructional materials and interactive learning media.
- Internet access (LAN/Wi-Fi) to support online learning, reference searches, and computer-based assignment submission.

Utilization for Scientific Writing and Publication

The Computer Laboratory also supports the development of students' academic writing and scientific publication competencies. Students utilize digital facilities for:

9. Searching scholarly literature;
10. Managing references;
11. Analyzing research findings;
12. Preparing tables and figures;
13. Preparing manuscripts/scientific articles;
14. Checking and editing academic writing;
15. Preparing conference presentations;
16. Submitting manuscripts to scholarly journals.

This utilization supports research activities, scientific article writing, and student publication activities, as well as courses related to scientific article writing and research in the Master Program in Elementary Education.

CHAPTER IV

LINKAGE WITH COURSES AND LEARNING OUTCOMES

The Computer Laboratory supports the implementation of several courses in the curriculum of the Master Program in Elementary Education, particularly courses requiring data processing practice, digital literacy, and the use of information technology in elementary education. The following table maps the relationship between courses and laboratory utilization.

No.	Course	Form of Laboratory Utilization
1	Instructional Design for Mathematics, Civics, Indonesian Language, Science, and Social Studies Education	- Practice in operating computers and producing digital media.- Practice in developing digital learning media and interactive multimedia.- Practice in developing and processing computer-based assessment instruments.
2	Writing Indexed Scientific Articles	Practice in typing, data processing, and preparing research reports.
3	Educational Research Methodology in Elementary Education	Practice in processing and analyzing data using computer applications.
4	Technology-Based Learning Innovation in Elementary Education	Practice in designing, developing, and implementing technology-based learning innovations through the use of digital applications, interactive multimedia, learning platforms, and educational technology to produce innovative learning media/products.
5	Thesis	Practice in typing, data processing, and preparing research reports.

4.1 Contribution to Graduate Learning Outcomes (GLOs)

- Students are able to operate computer devices and office applications proficiently.
- Students are able to utilize information and communication technology in developing learning media and managing learning administration.
- Students possess skills in data processing and developing computer-based learning assessment instruments.
- Students are able to utilize digital platforms to support online and blended learning.

CHAPTER V

SERVICES, SCHEDULE, AND RULES OF USE

5.1 Types of Services

- Scheduled practical sessions according to courses in the academic calendar.
- Computer and projector use services for assignments, thesis preparation, and student activities.
- Technical assistance provided by laboratory staff/technicians.
- Independent-use services outside course schedules, with permission and supervision from laboratory staff.

5.2 Operating Schedule

Day	Service Hours	Description
Monday – Friday	08:00 – 16:00 WIB	Regular services (practical sessions and equipment loans)
Saturday	08:00 – 12:00 WIB	Limited services (by appointment)
Sunday/Public Holidays	Closed	-

5.3 Standard Operating Procedure (SOP) for Use

17. Users (students/lecturers) must submit a request to use the laboratory through the laboratory staff at least one day before the scheduled use.
18. Users must complete the laboratory use log and equipment loan form.
19. Users must comply with laboratory rules, including maintaining cleanliness, safety, and equipment security.
20. Equipment must be returned according to the agreed schedule in good and complete condition.
21. Any damage to or loss of equipment is the responsibility of the borrower in accordance with applicable regulations.
22. Laboratory staff conduct periodic equipment inspections and maintenance at least once per semester.

5.4 Occupational Health and Safety (OHS)

- Fire extinguishers (APAR) and clearly marked evacuation routes are available.
- Electrical installations are inspected periodically by the relevant unit.
- Laboratory rules and safety procedures are posted in strategic areas.

CHAPTER VI

QUALITY ASSURANCE AND LABORATORY DEVELOPMENT

6.1 Evaluation Mechanism

Evaluation of the utilization and condition of the Computer Laboratory is conducted periodically through internal quality audits, user satisfaction surveys involving students and lecturers, and hardware and software maintenance reports. The evaluation results serve as a basis for planning laboratory development in the following period.

Evaluation Aspect	Instrument	Frequency	Related Parties
User satisfaction	Survey questionnaire	At the end of each semester	Students, Lecturers
Equipment condition and suitability	Inventory checklist	Every semester	Laboratory Staff, Laboratory Coordinator
Alignment with curriculum needs	Curriculum evaluation meeting	Annually	Program, Course Lecturers
Safety and cleanliness	Periodic inspection	Monthly	Laboratory Staff, OHS Unit

6.2 Development Plan

- Periodic upgrading of computer units and expansion of internet network capacity.
- Improvement of laboratory staff/technicians' capacity and competence through regular training.
- Addition of licenses for learning software and applications supporting digital literacy.
- Digitization of the laboratory equipment scheduling and inventory systems.

6.3 Budget and Funding

The procurement, maintenance, and development of the Computer Laboratory are funded through the institution/program's annual academic budget, with allocations planned through the Annual Activity and Budget Plan (RKAT) mechanism of Sultan Agung Islamic University (UNISSULA).

CHAPTER VII

CONCLUSION

This Computer Laboratory Profile Document is prepared to provide a comprehensive overview of the readiness of learning support facilities and infrastructure of the Master Program in Elementary Education in supporting the achievement of educational objectives and established quality standards, including the supporting documentation requirements for the ACQUIN international accreditation process.

This document will be updated periodically in accordance with evolving curriculum needs and the results of laboratory quality evaluations.

APPENDICES

- Appendix 1. Photographic Documentation of Laboratory Facilities and Activities.
- Appendix 2. Equipment Inventory List (Latest Inventory Record).



No.	Equipment/Supply Name	Quantity	Condition	Function	Picture
1	Personal Computer	28 units	Good	Main equipment for students' computer practice	
2	Computer Desk	30 units	Good	Space for computer units and students' work area	
3	Lecture Chair	50 units	Good	Seating for students during practical sessions	
4	LCD/Projector	1 unit	Good	Equipment for displaying learning materials, presentations, and instructional media	
5	Air Conditioner (AC)	5 units	Good	Room cooling	
6	Wooden Cabinet (Sound System)	1 unit	Good	Storage for sound system equipment	
7	Whiteboard	1 unit	Good	Medium for writing instructional materials	
8	Room Speakers	2 units	Good	Enhances audio output from computers, microphones, or audiovisual media	
9	Internet Panel	1 unit	Good	Central point for internet network management	
10	CCTV	1 unit	Unknown	Monitoring room security	