

## Module Handbook

<b>Module Name:</b>	Management and Leadership
<b>Module Level:</b>	Sarjana (S-1) / Bachelor
<b>Abbreviation, if applicable:</b>	
<b>Sub-heading, if applicable:</b>	-
<b>Course included in the module, if applicable:</b>	-
<b>Semester/term:</b>	8/ fourth year
<b>Module Coordinator(s):</b>	-
<b>Lecturer(s):</b>	Team
<b>Language:</b>	Indonesia or English
<b>Relation to Curriculum:</b>	For all level students, <del>Compulsory course</del> / elective studies
<b>Teaching format/class hours per week during the semester</b>	Teaching format: lectures, tutorial assignment, and individual study. 2 x 170 minutes = 340 minutes = 5.67 hours lectures
<b>Workload:</b>	<p>15 weeks per semester consisting of:</p> <ul style="list-style-type: none"> <li>➤ 2 hours lectures (2 x 50 minutes) per week,</li> <li>➤ 2 hours tutorial assignments (2 x 60 minutes) per week,</li> <li>➤ 2 hours individual study (2 x 60 minutes) per week,</li> </ul> <p>Total workload : 14x2x170 minutes = 4,760 minutes = 3.17 ECTS*</p>
<b>Credit Point:</b>	2
<b>Requirements:</b>	-
<b>Learning Goals :</b>	<p><b>Competence</b></p> <p>CLO-1 Explain the concepts and principles of educational management</p> <p>CLO-2 Explain the concept, function, typology, style and model / approach of leadership associated with education and educational institutions</p> <p><b>Attitude and Social</b></p> <p>CLO-3 Be critical and innovative in determining the right management and type of leadership for a particular educational unit.</p>

<b>Content</b>	<p>Theories, concepts, and principles of management and their implementation, especially in educational or learning activities in order to achieve educational or learning goals effectively and efficiently.</p> <p>The concept, theory, function, typology, style and model / approach of leadership in general; Furthermore, the discussion is related to the field of education and educational institutions in Indonesia, including the characteristics and abilities needed for education leaders in Indonesia and is more concentrated on the principal (principalship), especially with regard to the role and function of school principals as educational leaders.</p>																														
<b>Study/exam achievements</b>	<ul style="list-style-type: none"> <li>➤ Students are considered competent and pass if the final score calculated from the score of midterm exam, assignments, participation, and final exam is at least 55 or C.</li> <li>➤ Final score is calculated as follows:</li> <li>➤ 20% midterm exam + 30% assignments + 20% participation + 30% final exam</li> <li>➤ Final index is defined as follow:</li> </ul> <table border="1" data-bbox="654 974 1297 1457" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Index</th> <th>Converted Score</th> <th>Score Range</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00</td> <td><math>85 \leq A \leq 100</math></td> </tr> <tr> <td>A-</td> <td>3.75</td> <td><math>80 \leq A- &lt; 85</math></td> </tr> <tr> <td>B+</td> <td>3.50</td> <td><math>75 \leq B+ &lt; 80</math></td> </tr> <tr> <td>B</td> <td>3.00</td> <td><math>70 \leq B &lt; 75</math></td> </tr> <tr> <td>B-</td> <td>2.75</td> <td><math>65 \leq B- &lt; 70</math></td> </tr> <tr> <td>C+</td> <td>2.50</td> <td><math>60 \leq C+ &lt; 65</math></td> </tr> <tr> <td>C</td> <td>2.00</td> <td><math>55 \leq C &lt; 60</math></td> </tr> <tr> <td>D</td> <td>1.00</td> <td><math>40 \leq D &lt; 55</math></td> </tr> <tr> <td>E</td> <td>0.00</td> <td><math>0 \leq E &lt; 40</math></td> </tr> </tbody> </table>	Index	Converted Score	Score Range	A	4.00	$85 \leq A \leq 100$	A-	3.75	$80 \leq A- < 85$	B+	3.50	$75 \leq B+ < 80$	B	3.00	$70 \leq B < 75$	B-	2.75	$65 \leq B- < 70$	C+	2.50	$60 \leq C+ < 65$	C	2.00	$55 \leq C < 60$	D	1.00	$40 \leq D < 55$	E	0.00	$0 \leq E < 40$
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<b>Forms of Media</b>	Slides and LCD projectors, whiteboard																														
<b>Literature</b>	<ol style="list-style-type: none"> <li>1. Bush, T.&amp; Coleman, M. 2008. <i>Manajemen Strategis: Kepemimpinan Pendidikan</i>. Diterjemahkan oleh: Fahrurrozi. Jogyakarta: IRCiSod</li> <li>2. Muhroji,H. &amp; Fathoni, A. 2006. <i>Manajemen Pendidikan</i>. Surakarta: Program Akta Mengajar, FKIP-UMS.</li> <li>3. Burhanuddin. 1994. <i>Analisis Administrasi Maanjemen dan Kepemimpinan Pendidikan</i>. Jakarta: Bumi Aksara</li> <li>4. Kartono, K. 1998. <i>Pemimpin dan Kepemimpinan</i>. Jakarta: PT</li> </ol>																														

	Raja Grafindo Persad
<b>Note</b>	*Total hours per 1 credit in 1 semester = $\{(1 \text{ credit} \times 170 \text{ minutes} \times 14 \text{ weeks}) / 60 \text{ minutes}\} = 39.67 \text{ hours}$ . each ECTS equals with 25 hours therefore 1 credit in 1 semester equals 1.59 ECTS.