

MODULE HANDBOOK

Module Name	School Management
Module level	Bachelor
Abbreviation, if applicable	8420402180
Sub-heading, if applicable	-
Course included in the module, if applicable	-
Semester/term	6 th /Third Year
Module coordinator(s)	Rusly Hidayah, M.Pd.
Lecturer(s)	Dr. Achmad Lutfi., M.Pd; Dian Novita., M.Pd.
Language	Indonesian
Classification within the curriculum	Elective Course
Teaching format/class hours per week during the semester:	2 hours lecturers (50 min per hours)
Workload:	1 CU for bachelor degree equals to 3 workhours per week or 170 minutes (50' face to face learning, 60' structured learning, and 60' independent learning). In one semester, courses are conducted in 14 weeks (excluding mid and end-term exam). Thus, 1 CU equals to 39.67 workhours per semester. One CU equals to 1.59 ECTS.
Credit points:	2 CU = 2 x 1.59 = 3.18 ECTS
Prerequisite course(s):	-
Targeted learning outcomes:	<p>CLO 1 Students can understand about school management in accordance with modern management</p> <p>CLO 2 Students can have knowledge about; General management process, Principles of School Based Management, SWOT Analysis, School accreditation</p> <p>CLO 3 Students can make decisions in analyzing various activities related to school management</p> <p>CLO 4 Students can have a responsible attitude in completing school management assignments in the form of writing papers on School Based Management, SWOT Analysis, School Accreditation</p>
Content:	<ol style="list-style-type: none"> 1. General management process 2. Principles of school-based management 3. Transparent management, and community empowerment 4. School SWOT analysis 5. School accreditation aspects
Study / exam achievements:	<p>Students are considered to be competent and pass if at least get 55</p> <p>Final score is calculated as follows: 20% participation + 30% assignment + 20% middle exam (UTS) & 30% final exam (UAS)</p> <p>Table index of graduation</p> <ul style="list-style-type: none"> • A = 4 (85 ≤ - < 100) • A- = 3,75 (80 ≤ - < 85)

	<ul style="list-style-type: none"> • B+ = 3,5 (75 ≤ - < 80) • B = 3 (70 ≤ - < 75) • B- = 2,75 (65 ≤ - < 75) • C+ = 2,5 (60 ≤ - < 65) • C = 2 (55 ≤ - < 60) • D = 1 (40 ≤ - < 55) • E = 0 (0 ≤ - < 40)
Media:	Computer, LCD, White board
Learning Methods	Individuals assignment, group assignment, discussion, and presentation
Literature:	<ol style="list-style-type: none"> 1. Griffin, R. 2006. <i>Business</i>, 8th Edition . NJ: Prentice Hall 2. Robbins Stephen dan Mary Coulter. 2007. <i>Management</i>, 8th Edition . NJ:Prentice Hall 3. Lutfi, Achmad dan Hidayah, Rusly (2018), <i>Manajemen Sekolah</i>, Unipress: Surabaya 4. Supriadi, Dedi. 2004. <i>Satuan Biaya Pendidikan Dasar dan Menengah</i>. Bandung: PT Remaja Rosda Karya 5. Rangkuti, Freddy. 2006. <i>Analisis SWOT</i>. Teknik Membedah Kasus Bisnis 6. Mullins, J. Laurie. 2016. <i>Management & Organisational Behaviour</i>. Edinburgh: Pearson