

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:	2 x 50 minutes lectures, 2 x 60 minutes structured activity, 2 x 60 minutes individual activity, 14 weeks per semester, 79.33 total hours per semester ~ 3.18 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 complete the course and pass if they obtain at least 40% of maximum final grade. The final grade (NA) is calculated based on the following ratio:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assessment Components</th> <th style="text-align: left;">Percentage of 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> </tbody> </table>		Assessment Components	Percentage of contribution	Participation	20%	Assignment	30%	Mid-semester test	20%	Final semester test	30%
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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
Notes:	<p>*1 CU in learning process = three periods consist of: (a) scheduled instruction in a classroom or laboratory (50 minutes); (b) structured activity (60 minutes); and (c) individual activity (60 minutes) 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 CU = 1.59 ECTS according to Rector Decree Of Universitas Negeri Surabaya No. 598/Un38/Hk/Ak/2019</p>