

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	Compulsory Course
Teaching format/class hours per week during the semester:	2 hours lecturers (50 min per hours)
Workload:	Total workload 84 hours per semester which consists of 2 hours lecture, 2 hours structured activities, 2 hours individual activities, and 14 weeks per a semester (2.8 ECTS)
Credit points:	2 SCU
Prerequisites 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) • 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
Note	