

Undergraduate Programme in Biology

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MODULE HANDBOOK

Module Name	Educational management		
Module level, if applicable	Bachelor		
Code, if applicable	BIO425047		
Subtitle, if applicable	-		
Courses, if applicable			
Semester(s) in which the module is taught	5 th		
Person responsible for the module	Dr. Eka Sulistiyowati, M.A, M.IWM		
Lecturer(s)	Dr. Eka Sulistiyowati, M.A, M.IWM		
Language	Indonesia		
Relation to curriculum	Elective course in the second year (4 th semester) bachelor's degree		
Type of teaching, contact hours	150 minutes lectures and 180 minutes structured activities per week.		
Workload	Total workload is 136 hours per semester, which consists of 150 minutes lectures per week for 14 weeks, 180 minutes structured activities per week, 180 minutes individual study per week, in total 16 weeks per semester, including mid exam and final exam.		
Credit points	3 credits (4,5 ECTS)		
Requirements according to the examination regulations	Students attend a minimum of 75% attendance and participate in practicum activities		
Recommended prerequisites	No prerequisites stated on		
Module objectives/intended learning outcomes	After completing this course, the students are able to: 1. Examine the basic concepts of education management and the role of education management in solving education problems 2. Identify the educational management function consisting of planning, organizing, implementing, and supervising functions 3. Observe and analyze educational management practices in schools and their conformity with management and leadership theories		
Content	1. The fundamental concepts of educational management 2. Role of educational management 3. Leadership on education 4. Educational management practices 5. Inclusive management 6. Human resources management		
Study and examination requirements and forms of examination	The final mark will be weighted as follows:		
	NO	Assessment methods (components, activities)	Weight (percentage)
	1	Case studies	30%

	2	Observations	20%																																									
	3	Portofolios	25%																																									
	4	Presentation	25%																																									
	The final assessment is expressed in the form of a letter value converted from a number value with the following categories:																																											
	<table><tr><th>NO</th><th>Number Value</th><th>Letter Value</th><th>NO</th><th>Number Value</th><th>Letter Value</th></tr><tr><td>1</td><td>≥ 95</td><td>A</td><td>7</td><td>65-69.99</td><td>B/C</td></tr><tr><td>2</td><td>90-94.99</td><td>A-</td><td>8</td><td>60-64.99</td><td>C+</td></tr><tr><td>3</td><td>85-89.99</td><td>A/B</td><td>9</td><td>55-59.99</td><td>C</td></tr><tr><td>4</td><td>80-84.99</td><td>B+</td><td>10</td><td>50-54.99</td><td>C-</td></tr><tr><td>5</td><td>75-79.99</td><td>B</td><td>11</td><td>55-34.99</td><td>D</td></tr><tr><td>6</td><td>70-74.99</td><td>B-</td><td>12</td><td><35</td><td>E</td></tr></table>			NO	Number Value	Letter Value	NO	Number Value	Letter Value	1	≥ 95	A	7	65-69.99	B/C	2	90-94.99	A-	8	60-64.99	C+	3	85-89.99	A/B	9	55-59.99	C	4	80-84.99	B+	10	50-54.99	C-	5	75-79.99	B	11	55-34.99	D	6	70-74.99	B-	12	<35
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Media employed	White-board, Lcd Projector, e-learning (https://daring.uin-suka.ac.id/)																																											
Reading list	1. Harsono. 2007. Pengelolaan Pembiayaan Pendidikan. Yogyakarta: Pustaka Book. 2. Kaluge. L. 2003. Sendi-Sendi Manajemen Pendidikan. Surabaya: Unesa University Press. 3. Mulyasa, E. 2003. Manajemen Berbasis Sekolah: Konsep, Strategi, dan Implementasi. Bandung: PT. Remaja Rosdakarya. 4. Fattah, Nanang. 2004. Landasan Manajemen Pendidikan. Bandung: PT. Remaja Rosdakarya. 6. Notoatmojo. S. 2009. Pengembangan Sumber Daya Manusia. Jakarta: Rineka Cipta Publisher. 5. Suryosubroto. 2004. Manajemen Pendidikan Di Sekolah. Edisi Revisi. Jakarta: Rineka Cipta. 6. Tilaar, H.A.R. 2001. Manajemen pendidikan Nasional: Kajian Pendidikan Masa Depan. Bandung: Remaja Rosdakarya. 7. Sewang, A.2015. Manajemen Pendidikan. Wineka Media. Malang																																											

PLO and CO Mapping

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CO 1						√					
CO 2				√		√					
CO 3				√		√					