



UNIVERSITAS NEGERI YOGYAKARTA

FACULTY OF MATHEMATICS AND NATURAL SCIENCES
DEPARTMENT OF MATHEMATICS EDUCATION

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Bachelor of Education in Mathematics

MODULE HANDBOOK

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| Module name: | Educational Management |
| Module level,if applicable: | Undergraduate |
| Code: | MDK6203 |
| Sub-heading,if applicable: | - |
| Classes,if applicable: | - |
| Semester: | 4 th |
| Module coordinator: | Priadi Surya, M.Pd. |
| Lecturer(s): | Team |
| Language: | Bahasa Indonesia |
| Classification within the curriculum: | Compulsory Course |
| Teaching format / class hours perweek during the semester: | 100 minutes lectures and 120 minutes structured activities per week. |
| Workload: | Total workload is 90.67 hours per semester which consists of 100 minutes lectures, 120 minutes structured activities, and 120 minutes self-study per week for 16 weeks. |
| Creditpoints: | 2 |
| Prerequisites course(s): | - |
| Course Outcomes | After taking this course the students have ability to: CO1. Mastering the basic concepts, roles and scope of education management which includes management: students, curriculum, education staff, educational facilities, education funding, management of educational institutions and the relationship of educational institutions with the community, as well as |

| | <p>educational leadership and educational supervision.</p> <p>CO2. Able to apply the management functions of education in the management of educational institutions that include management: students, curriculum, education staff, educational facilities, education funding, management of educational institutions and the relationship of educational institutions with the community, as well as educational leadership and educational supervision.</p> | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|--------------------------|-----------------------------|-------------------|----------------------|--------|---|---------|--------------------------|-----------------------------|-----|---------------------|-----|---------|-----|--------|-----|---------------|--|-------|--|--|--|------|
| <p>Content:</p> | <p>This course discusses the basic concepts, roles, and scope of education management, followed by an in-depth study of management of the field of education management, which includes: students, curriculum, education staff, educational facilities, education funding, management of educational institutions and relationships educational institutions with the community, as well as educational leadership and educational supervision.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Study/exam achievements:</p> | <p>Attitude assessment is carried out at each meeting by observation and / or self-assessment techniques using the assumption that basically every student has a good attitude. The student is given a value of very good or not good attitude if they show it significantly compared to other students in general. The result of attitude assessment is not a component of the final grades, but as one of the requirements to pass the course. Students will pass from this course if at least have a good attitude. The final mark will be weight as follow:</p> <table border="1" data-bbox="620 1528 1429 1869"> <thead> <tr> <th>No</th> <th>CO</th> <th>Assessment Object</th> <th>Assessment Technique</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td rowspan="5">1</td> <td rowspan="5">CO1-CO2</td> <td>a. Individual Assignment</td> <td rowspan="5">Presentation / Written test</td> <td>10%</td> </tr> <tr> <td>b. Group Assignment</td> <td>20%</td> </tr> <tr> <td>c. Quiz</td> <td>20%</td> </tr> <tr> <td>d. Mid</td> <td>30%</td> </tr> <tr> <td>e. Final Exam</td> <td></td> </tr> <tr> <td colspan="4">Total</td> <td>100%</td> </tr> </tbody> </table> | No | CO | Assessment Object | Assessment Technique | Weight | 1 | CO1-CO2 | a. Individual Assignment | Presentation / Written test | 10% | b. Group Assignment | 20% | c. Quiz | 20% | d. Mid | 30% | e. Final Exam | | Total | | | | 100% |
| No | CO | Assessment Object | Assessment Technique | Weight | | | | | | | | | | | | | | | | | | | | |
| 1 | CO1-CO2 | a. Individual Assignment | Presentation / Written test | 10% | | | | | | | | | | | | | | | | | | | | |
| | | b. Group Assignment | | 20% | | | | | | | | | | | | | | | | | | | | |
| | | c. Quiz | | 20% | | | | | | | | | | | | | | | | | | | | |
| | | d. Mid | | 30% | | | | | | | | | | | | | | | | | | | | |
| | | e. Final Exam | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | 100% | | | | | | | | | | | | | | | | | | | | |

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| Forms of media: | Board, LCD Projector, Laptop/Computer |
| Literature: | <ol style="list-style-type: none"> 1. B. Suryosubroto. (2004). Manajemen Pendidikan di Sekolah. Jakarta: Rineka Cipta 2. Donald E. Orlosky. et al. (1984). Educational Administration Today. Columbus: Charles E. Merrill Publishing Company. 3. Hadari Nawawi. (1981). Administrasi Pendidikan. Jakarta: Gunung Agung. 4. Hadari Nawawi, dkk. (1986). Administrasi Sekolah. Jakarta: Ghalia Indonesia. 5. Hartati Sukirman, dkk. (1998). Administrasi dan Supervisi Pendidikan. Yogyakarta: UPP IKIP Yogyakarta. 6. Hoy, Wayne K. & Miskel, Cecil G. (2008). Educational Administration; Theory, Research, and Practice. New York: McGraw-Hill International. 7. Jon Wiles & Joseph Bondi. (1986). Supervision: A Guide to Practice. 2 nd. Columbus: Charles E. Merrill Publishing Company. 8. Keith A. Acheson & Meredith Damien Gall. (1992). Techniques in The Clinical Supervision of Teachers. New York: Longman. 9. Made Pidarta. (1986). Pemikiran tentang Supervisi Pendidikan. Surabaya: Sarana Press. 10. Nanang Fattah. (2000). Landasan Manajemen Pendidikan. Bandung: Remaja Rosdakarya. 11. Oteng Sutisna. (1989). Administrasi Pendidikan: Dasar Teoretis untuk Praktek Profesional. Bandung: Angkasa. 12. Soekarto Indrafachrudi. (1994). Mengantar Bagaimana Memimpin Sekolah yang Baik. Jakarta: Ghalia Indonesia. 13. Soewadji Lazaruth. (1988). Kepala Sekolah dan Tanggung Jawabnya. Yogyakarta: Kanisius. 14. Stephen Murgatroyd & Colin Morgan. (1993). Total Management and The School. Buckingham-Philadelphia; Open University Press. |

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| | <p>15. Suharsimi Arikunto. (1986). Pengelolaan Kelas dan Siswa: Sebuah Pendekatan Evaluatif. Jakarta: Rajawali.</p> <p>16. Thomas J. Sergiovanni. (1988). Supervision of Teaching. USA: ASCD.</p> <p>17. William G. Monahan & Herbert. R. Hengst. (1982). Contemporary Educational Administration. New York: McMillan Publishing Co. Inc.</p> |
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PLO and CO mapping

| | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | PLO10 |
|-----|------|------|------|------|------|------|------|------|------|-------|
| CO1 | | | | | | ✓ | | | | |
| CO2 | | | | | | | ✓ | | | |