

COURSE OUTLINE

Department & Faculty: Department of Education Foundation, Faculty of Education	Page 1 of 4																				
Subject & Code: School Management (MPF 1573)	Semester: II Academic Session: 2008/2009																				
Total Lecture Hours: 42 hours (3 hours per week)																					
<p>Lecturer : Dr. Haji Mohd Anuar Abd Rahman</p> <p>Room No. : C15-329</p> <p>Tel. No. : 07-5534280</p> <p>Synopsis : This course introduces related issues concerning the administration and management approach in school practises. It also covered curriculum management, financial management, inventory management, school laws, human resource management, school culture. Lastly students will be exposed to current issues in management theories and school management.</p> <p>Learning Outcomes : By the end of the course, students should be able to:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 50%;">Course Learning Outcome</th> <th style="width: 20%;">Programme Learning Outcome(s) Addressed</th> <th style="width: 25%;">Assessment Methods</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>To understand the concept of institution, management, administration and school leadership as a process</td> <td style="text-align: center;">PO1,LO3</td> <td>ASNMT,H, F</td> </tr> <tr> <td style="text-align: center;">2</td> <td>To explain the important activities in school management which are curriculum and co-curriculum management, student development, office management, inventories management.</td> <td style="text-align: center;">PO1,LO1</td> <td>ASNMT, F</td> </tr> <tr> <td style="text-align: center;">3</td> <td>To apply theories, concepts and models related to school management</td> <td style="text-align: center;">PO2,LO5</td> <td>ASMNT</td> </tr> <tr> <td style="text-align: center;">4</td> <td>To evaluate the strength and weaknesses on current school management approach</td> <td style="text-align: center;">PO3, LO5</td> <td>PR PR – project; ASNMT–assignment, F – Final Exam)</td> </tr> </tbody> </table>			Course Learning Outcome	Programme Learning Outcome(s) Addressed	Assessment Methods	1	To understand the concept of institution, management, administration and school leadership as a process	PO1,LO3	ASNMT,H, F	2	To explain the important activities in school management which are curriculum and co-curriculum management, student development, office management, inventories management.	PO1,LO1	ASNMT, F	3	To apply theories, concepts and models related to school management	PO2,LO5	ASMNT	4	To evaluate the strength and weaknesses on current school management approach	PO3, LO5	PR PR – project; ASNMT–assignment, F – Final Exam)
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Prepared by: Name: Dr. Mohd Anuar Abd Rahman Signature: Date:	Certified by: Name: Dr. Mohd Anuar Abd Rahman Signature: Date:																				

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Subject & Code: School Management (MPF 1573)	Semester: II Academic Session: 2008/2009
Total Lecture Hours: 42 hours (3 hours per week)	
Student Learning Time	
Teaching and Learning Activities	Student Learning Time (hours)
1. Lecture	42
2. Independent Study	30
- self learning	
- information search	
- library search	
- reading	
- group discussion	
3. Assignment (3x)	15
- information search	
- library search	
- group discussion	
- presentation	
4. Project (2x)	28
- information search	
- library search	
- group discussion	
- report writing	
5. Test (1x)	2
6. Exam (1x)	3
TOTAL	120
Teaching Methods	
Lectures based on power point presentations, reading assignment, group learning activities such as discussions, problem solving exercises, and group assignments	

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Department & Faculty: School Management (MPF 1573)		Page 3 of 4	
Subject & Code: Introduction to Measurement and Evaluation / MPF 1573 Total Lecture Hours: 42 hours (3 hours per week)		Semester: II Academic Session: 2008/2009	
<p>Week 1 : Introduction to the concepts of school as an institution and school management.</p> <p>Week 2 : school as an organization, social institution and policy agent</p> <p>Week 3 : curriculum, co-curriculum and facilities management</p> <p>Week 4 : student development, office and hostel management</p> <p>Week 5 : climate and culture in school.</p> <p>Week 6 : effective school concept, safe school , bestari school and cluster school</p> <p>Week 7 : school laws</p> <p>Week 8 : Mid-Semester Break</p> <p>Week 9 : quality management in school management</p> <p>Week 10 : strategic management in school management</p> <p>Week 11 : knowledge management in school</p> <p>Week 12 : standardization and innovation in school management</p> <p>Week 13 : empowerment in school management</p> <p>Week 14 : student's presentations</p> <p>Week 15 : Revision week</p>			
Prepared by: Name: Dr. Mohd Anuar Abd Rahman Signature: Date:		Certified by: Name: Dr. Mohd Anuar Abd Rahman Signature: Date:	

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Total Lecture Hours: 42 hours (3 hours per week)					
Course Notes References		Lecture notes in power point slides uploaded in e-learning. Arcaro, J. S.(1995). <i>Quality In Education: An Implementation Handbook</i> . Delray Beach: St. Lucie Press, Beare, H., Caldwell, B., & Mullikan, R. H.(1991). <i>Creating Excellent School</i> . New York:Routledge. Bush, T., & Burnham, W. J. (Eds) (1994). <i>The Principles of Education Management</i> . London, Longman. Hoy, W. K., & Miskel, C. G.(1991). <i>Educational Administration: Theory, Research, and Practice</i> . New York: McGraw-Hill ,Inc Knight, J. (1997). <i>Strategic Planning for School Managers</i> . London Clays Ltd, St Ivesplc. Joseph & Berk, S. (1995). <i>Total Quality Management: Implementing Continuous Improvement</i> . Kuala Lumpur: S. Abdul Majeed & Co. Kementerian Pendidikan Malaysia (1997). <i>The Malaysian Smart School - An MSC Flagship Application</i> . KL. Lembaga Penyelidikan Undang-Undang.(1997). <i>Perintah-Perintah Am dan Arahan Pentadbiran</i> (Hingga 30 Oktober, 1997).Kuala Lumpur: International Law Book Services. Lunenberg, F. C. (1995). <i>The Principalship: New Perspectives</i> . Englewood Cliffs, NJ: Prentice - Hall Rebore, R. W. (1991). <i>Personnel Administration In Education: A Management Approach</i> . Bonton: Allyn and Bacon. Snyder K. J., & Anderson R. H. (1986). <i>Managing Productive School: Toward An Ecology</i> . Orlando, Academic Press College Div			
ASSESSMENT:					
No		Quantity	% each	% total	Dates
1	Discussion	1	10 %	10 %	
2	Assignment 1	1	20%	20%	
2	Presentation	1	30%	30%	
3	Final Exam	1	40%	40%	
Overall Total				100%	
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