



Universitas Negeri Surabaya
Faculty of Education,
Undergraduate Study Program in Out-of-School Education

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																	
Education and Training Management	8620503138	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	4	August 1, 2023																																																	
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																		
	Dr. Widodo, M.Pd. ; Dr. Rofik Jalal Rosyanafi, M.Pd. ; Dr. Shobri Firman Susanto, M.Pd.		Dr. Widodo, M.Pd.			Rivo Nugroho, S.Pd., M.Pd.																																																		
Learning model	Case Studies																																																							
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																							
	Program Objectives (PO)																																																							
	PO - 1	Students have an understanding and ability to apply the principles, concepts, meanings, thoughts of management figures, management functions using information and communication technology in the fields of training, community empowerment, in order to be able to act as educators and managers in the fields of training, community empowerment, and non-formal education and informal																																																						
	PLO-PO Matrix																																																							
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">P.O</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: center;">PO-1</td> <td colspan="6"></td> </tr> </table>						P.O							PO-1																																									
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PO-1																																																								
PO Matrix at the end of each learning stage (Sub-PO)																																																								
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>						P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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PO-1																																																								
Short Course Description	This course provides understanding and skills about theories, concepts, meanings, history, figures and their thoughts, management functions, as well as their implementation in Non-Formal and Informal Education programs through explanations, discussions and presentations. Indicators of success in this course are students being able to understand basic concepts and know about their implementation in non-formal and informal education programs.																																																							
References	Main :																																																							
	<ol style="list-style-type: none"> Pidarta, Made. 2005. Perencanaan Pendidikan Partisipatoris; dengan pendekatan sistem. Jakarta: Rineka Cipta. Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production. Sudjana. 2004. Evaluasi program Pendidikan Luar Sekolah. Bandung: Falah Production. Robbins, Stephen and Coulter, Mary .2012. Management, 11th Edition. USA: Prentice Hall. Terry, George R .2012. Guide to Management, edisi terjemah "Prinsip-Prinsip Manajemen" oleh J. Smith. Jakarta:Bumi Aksara. Tiple, A. Dale .2002. The Art and Science of Bussiner Management; Leadership (terj. Susanto Budidharmo). Jakarta: Gramedia Group. Manullang. 1992. Dasar-dasar manajemen. Jakarta: Ghalia Indonesia. 																																																							
	Supporters:																																																							
	<ol style="list-style-type: none"> Youtube Scholar Sumber Apapun Yang Mendukung Pemahaman Materi Pengelolaan Pendidikan dan Pelatihan 																																																							

Supporting lecturer		Dr. Ali Yusuf, S.Ag., M.Pd. Dr. Widodo, M.Pd. Dr. Shobri Firman Susanto, S.Pd., M.Pd.					
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students understand the principles, concepts, meaning, overview of management, thoughts about management	Students are able to: define the meaning of PNF management, explain the historical process of management, explain the overview of PNF management.	Criteria: Students are able to: define the meaning of PNF management, explain the historical process of management, explain the overview of PNF management. Form of Assessment : Participatory Activities	Dialogical presentation of material, Questions and Answers and Discussion 3 X 50	Dialogical presentation of material, Questions and Answers and Discussion 3 X 50	Material: Books 2, 5, 8 Bibliography:	3%
2	Students understand the management thinking of management figures	Students are able to state the thoughts of figures regarding PNF program management.	Criteria: Students are able to state the thoughts of figures regarding PNF program management. Form of Assessment : Participatory Activities	Dialogical presentation of material, Questions and Answers and Discussion 3 X 50	Dialogical presentation of material, Questions and Answers and Discussion 3 X 50	Material: Books 2, 5, 8 Bibliography:	3%
3	Students understand the functions of PNF management; planning PNF programs, principles, stages of preparing plans.	Capable students; determine the objectives of the PNF program, explain the stages in program planning, explain the principles of planning,	Criteria: Capable students; determine the objectives of the PNF program, explain the stages in program planning, explain the principles of planning, Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 1, 2, 5, 8 Bibliography:	3%
4	Students understand the functions of PNF management; planning PNF programs, principles, stages of preparing plans.	Capable students; determine the objectives of the PNF program, explain the stages in program planning, explain the principles of planning,	Criteria: Capable students; determine the objectives of the PNF program, explain the stages in program planning, explain the principles of planning, Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 1, 2, 5, 8 Bibliography:	3%
5	Students understand the organizing functions of PNF programs, principles, functions, models, communication in organizing.	Students are capable; various types of resources, organizational functions, relationships within the organization, organizational structure, organizing activities, organizational principles.	Criteria: Students are capable; various types of resources, organizational functions, relationships within the organization, organizational structure, organizing activities, organizational principles. Form of Assessment : Participatory Activities	Dialogical presentation of material. 3 X 50	Dialogical presentation of material. 3 X 50	Material: Books 1, 2, 5, 8 Bibliography:	3%

6	Students understand the organizing functions of PNF programs, principles, functions, models, communication in organizing.	Students are capable; various types of resources, organizational functions, relationships within the organization, organizational structure, organizing activities, organizational principles.	Criteria: Students are capable; various types of resources, organizational functions, relationships within the organization, organizational structure, organizing activities, organizational principles. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 1, 2, 5, 8 Bibliography:	3%
7	Students understand leadership and motivation in driving the PNF program.	Capable students; explains the implementation of the program, mobilizes people, mentions the types of motivation in implementing the PNF program.	Criteria: Capable students; explains the implementation of the program, mobilizes people, mentions the types of motivation in implementing the PNF program. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 5, 7, 8 Bibliography:	4%
8	Evaluation Related to Student Understanding of Education and Training Management Material	Students are able to provide logical and structured answers regarding the questions given	Criteria: Students are able to provide logical and structured answers regarding the questions given Form of Assessment : Test	Written Test 3 X 50	Written Test 3 X 50	Material: Books 2, 5, 7, 8 Bibliography:	20%
9	Students understand PNF leadership, models, leadership characteristics in the PNF program.	Capable students; mentions the importance of leadership in the PNF program, PNF leadership models, explains the characteristics of PNF leadership,	Criteria: Students pass if they are able to do 80% of the questions. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 5, 7, 8 Bibliography:	4%
10	Students understand the function of program supervision, methods, parties who supervise the PNF program.	Capable students; mentions supervision, supervision process, criteria for effective supervision in PNF.	Criteria: Capable students; mentions supervision, supervision process, criteria for effective supervision in PNF. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 3, 5, 8 Bibliography:	4%
11	Students understand the function of program supervision, methods, parties who supervise the PNF program.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 3, 5, 8 Bibliography:	4%

12	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the objectives of education and training, explain the urgency of education and training for individuals and institutions.	Criteria: Students graduate if they are able to carry out training well. Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 3, 5, 8 Bibliography:	4%
13	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Capable students; explain the importance of evaluation, types of evaluation, create a draft evaluation of the PNF program,	Criteria: Capable students; explain the importance of evaluation, types of evaluation, create a draft evaluation of the PNF program, Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Books 2, 3, 5, 8 Bibliography:	4%
14	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Capable students; explains the definition of TQM in education, the importance of TQM in the PNF program	Criteria: Capable students; explains the definition of TQM in education, the importance of TQM in the PNF program Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Book 2, 4 Bibliography:	4%
15	Students understand the Total Quality Management (TQM) MODEL.	Capable students; explains the definition of TQM in education, the importance of TQM in the PNF program	Form of Assessment : Participatory Activities	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, 3 X 50 portfolio	Material: Book 2, 4 Bibliography:	4%
16	Evaluation Related to Student Understanding of Education and Training Management Material	Students are able to provide answers logically and structured	Form of Assessment : Test	Written / Practical Test 3 X 50	Written / Practical Test 3 X 50	Material: All Library Sources:	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Test	50%
		100%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.

6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.