



Universitas Negeri Surabaya Faculty of Educational Sciences Bachelor of Education Management Study Program

Courses		CODE				Cou	ırse F	amil	У	Cred	dit We	ight		SE	MEST	ER	Cor Dat	npilatio e
PAUD and P	NF managemen	t 8620402	159				dy Pro			T=2	P=0	ECT	S=3.1	8	6		Jun 202	e 24, 3
UTHORIZA	TION	SP Deve	loper						Cour	se Cl	uster	Coord	dinato	r St	udy Pı	rogran	n Coc	rdinat
		Dr. Ima \ Susilo, S M.Pd. ; [.Pd., M.	.Pd. ; '	Winda	sari,			Dr. E	rny Ro	oesmii	ningsi	h, M.S	ii.	Syunı		ntoyo Pd.	, S.Pd.,
earning odel	Case Studies	1												ı				
rogram	PLO study p	rogram that is ch	arged t	o the	cour	se												
earning Outcomes PLO)	PLO-7	Able to practice management ba	the field sed on	d of ec	ducation	onal n	nanag ormati	emer on an	nt com d data	peten a anal	cy to s ysis	solve	proble	ms in	the fie	ld of e	ducat	ional
,	PLO-10	Able to commur	icate bo	oth wr	itten a	nd or	ally in	acco	rdanc	e with	acad	emic v	/alues	, norm	s and	ethics		
	Program Obj	jectives (PO)																
	PO - 1	Utilize learning r concepts of info															lls bas	sed on
	PO - 2	Master the theo needs in the edu				AUD a	and P	NF M	lanag	emen	t in de	epth a	nd be	able	to app	oly the	m ac	cording
	PO - 3	Make the right of in choosing varie	lecision: ous alte	s base rnative	ed on e solut	orgar tions i	nizing, indepe	anal ender	yzing ntly an	and p d in g	roces: roups.	sing d	ata, aı	nd bei	ng abl	e to p	rovide	guidar
	PO - 4	Responsible for field of PAUD ar					ce, ag	jreem	ent w	ith gr	oup c	olleag	ues by	y appl	ying r	elevan	nt stud	lies in
	PLO-PO Mat	rix																
		P.O		PL	0-7		PL	.O-10										
		PO-1		•	′													
		PO-2		•	′													
		PO-3						•										
		PO-4						•										
	PO Matrix at	the end of each l	earninç	g stag	ge (Sı	ıb-P0	D)											
		P.O								1.	Voci							
		P.0	1	2	3	4	5	6	7	8 8	Veek 9	10	11	12	13	14	15	16
		PO-1									1	/	/	/	1	1		/
		PO-2	1	1	1	1												
		PO-3					/	1	1									
		1																

Short Course Description

The PAUD management course is an application of education management science in the context of understanding education management at the early childhood education level which is based on the function and substance of education management. In this course, students will study the concept of PAUD and PNF education, the history and development of PAUD and PNF, get to know the implementation of PAUD and PNF in terms of scope and type, provisions for establishing PAUD & PNF institutions (Government policy regarding PAUD and PNF), Fulfillment of 8 National Education Standards and their minimum achievements (PAUD and PNF) rroblems with Management of PAUD and PNF from an Internal perspective, Problems with Management of PAUD and PNF from an External perspective, Quality Control of PAUD and PNF, and Quality Management of PAUD and PNF. Lectures are conducted face-to-face and online (synchronously and asynchronously), using a case study strategy.

References

Main:

1. § Permendikbud Nomor 58 Tahun 2009 tentang Standar Pendidikan Anak Usia Dini. § Weikart, D. P. 2000. Early Childhood Education: Need and Opportunity. Paris: UNESCO. § Fridani, L., dkk. 2010. Evaluasi Perkembangan Anak Usia Dini. Jakarta: Universitas Terbuka § Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan. § Asmawati, L., dkk. Pengelolaan Kegiatan Pengembangan Anak Usia Dini. Universitas Terbuka. § Hoy, Wayne K. & Ceccil, G.M. 1987. Educational Administration: Theory, Research, and Practice, 3rd ed. New York: Random House. § Burhanuddin, dkk. 2003. Manajemen Pendidikan: Analisis Substantif dan Aplikasinya dalam Institusi Pendidikan. Malang: UM Press.

Supporters:

1. Sudjana, D. 2004. Manajemen Program Pendidikan untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production

Supporting lecturer

Dr. Ima Widiyanah, M.Pd. Dr. Kaniati Amalia, M.Pd. Windasari, S.Pd., M.Pd.

Week-	Final abilities of each learning stage (Sub-PO)	Eval	uation Criteria & Form	Lea Stude	lelp Learning, urning methods, ent Assignments, estimated time] Online (online)	Learning materials [References]	Assessment Weight (%)
	, ,			offline)	, ,		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students understand the objectives of the lecture, the scope of the PAUD management course, and lecture procedures.	1.Understand lecture procedures 2.Brainstorming PAUD management	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement. Form of Assessment: Participatory Activities	Offline 2 X 50		Material: Scope of lectures and lecture contracts References: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%

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2	Students understand the philosophy, theories and approaches of PAUD	Understanding PAUD Philosophy	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation is not coherent, lacks consistency in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement in understanding the concept in understanding the concept in understanding the concept in understanding the concept in unders	offline 2 X 50		Material: PAUD Philosophy Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
			Form of Assessment :				
			Project Results				
			Assessment /				
			Product Assessment				

Students understand the basic concepts of PAUD management 2, identify the types of educational services in PAUD in PAU
generally incorrect , unable to formulate suggestions for improvement Form of Assessment : Participatory Activities, Portfolio Assessment

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5 Students understand the financial management of PAUD institutions	1.Understand the definition of financial management 2.Components of PAUD spending 3.Sources of PAUD funding	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation is not coherent, lacks consistency in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement in the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement	Offline 2 X 50	Material: Functions of PAUD Implementation Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
		Form of Assessment: Project Results Assessment /			

			1	1	Г	T
6	Students study PAUD standards according to Minister of Education Regulation number 137 of 2014	1.Understand the contents of Minister of Education Regulation number 137 of 2014 2.Analysis of implementation in the field	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement. Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement Form of Assessment: Participatory Activities, Project Results Assessment / Product Assessment	Contextual Teaching Learning 2 X 50	Material: Concept of PAUD management evaluation Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%

7	Students study PAUD standards according to Minister of Education Regulation number 137 of 2014	1.Understand the contents of Minister of Education Regulation number 137 of 2014 2.Analysis of implementation in the field	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\(^1\) Score 1 if the presentation is not coherent, lacks consistency in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement Form of Assessment:	Offline 2 X 50		Material: 9 Education Standards in PAUD Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
			Assessment : Participatory Activities				
8	Midterm Exam (UTS)	Students are able to complete UTS	Criteria: Written Test Form of Assessment: Participatory Activities	2 X 50	Online	Material: UTS Library: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	15%

Students understand the PAUD learning central representation of center of PAUD learning central components in PAUD management 3 identity the central needs of 8 SNPs of SNPs o

Students understand the management of the PALD curriculum PALD curriculum and definition of a curriculum model at the presentation shows the part of the curriculum of the part of the part of the presentation and the presentation media properties and the presentation media and the presentation media of the concept, the presentation media and the presentation media and the presentation media of the concept, and the presentation media of the concept, the presentation of the conc		· · · · · · · · · · · · · · · · · · ·		I .	1	T	I	1
	10	understand the management of the	definition of curriculum management 2.PAUD curriculum model 3.Effectiveness of using the PAUD	Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\(Score 1 \) if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\(Score 1 \) if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement			Management Concepts Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah	5%

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11	Students know the terms/conditions for establishing PAUD	1.Legality of establishing PAUD 2.The ideal place and location for PAUD 3.Standards for PAUD management staff 4.Early Childhood Education Marketing	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\\Score 1 if the presentation is not coherent, lacks consistency in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\\Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\\Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\\Score 1 if the presentation for improvement\\Score 1 if the suggestions for improvement\\Score 1 if the presentation son the concept, the presentation son the concept, the presentation for improvement\\Score 1 if the suggestions for improvement\\Score 1 if the presentation son the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, and the concept in the concept in the conce	2 X 50	Online	Material: Implementation of PNF Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%

the implementation of the lineage assurance production of the lineage assurance of the concept, presentation is one of the concept, presentation is one of the lineage assurance of the concept, presentation is one of the concept, and the production of the concept, presentation is one of the concept, and the production of the production of the production of the pr

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13	Students analyze multicultural learning in PAUD	1.Understand the definition of multicultural learning 2.Learning design in a multicultural context	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\(Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\(Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\(Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement\(Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement in the correct in the questioner is generally incorrect, unable to formulate suggestions for improvement in the correct in the questioner is generally incorrect in the presentation media does not match the criteria, the answer to the questioner is generally incorrect in the questioner is generally incorrect in the presentation media does not match the criteria, the answer to the questioner is generally incorrect in the presentation media does not match the criteria, the answer to the questioner is generally incorrect in the presentation media does not match the criteria,	Contextual Teaching Learning 2 X 50	Material: Management of PAUD and PNF Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
			Form of Assessment :			
			Project Results			
			Assessment /			
			Product Assessment			

14	Students	1.Examining a	Criteria:	Contextual	Material:	5%
14	Students understand case analysis regarding PAUD renewal	1.Examining a case regarding renewal/change in PAUD governance 2.Conduct analysis of the substance of educational management	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement Score 1 if the presentation is not coherent, lacks consistency in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement some providers of the presentation redia does not match the criteria, the answer to the questioner is generally incorrect, unable to formulate suggestions for improvement	Contextual Teaching Learning 2 X 50	Material: Evaluation of PNF Management Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
			Form of Assessment : Participatory			
			Activities, Portfolio Assessment			

15	Building a partnership network for PAUD independence	1.Definition of partnership 2.Collaboration components in PAUD management	Criteria: Score 4 if the presentation is done coherently, with appropriate emphasis and intonation, shows good understanding of the concept, presentation media (PPT) meets the criteria, answers to the questioner are correct, and is able to provide applicable suggestions. Score 3 if the presentation is done coherently, with appropriate emphasis and intonation, but still lacking in understanding the concept, presentation media (PPT) in accordance with the criteria, answers given are generally correct, and able to provide applicable suggestions. Score 2 if the presentation is carried out less coherently, less coherent in understanding the concept, the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\ Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\ Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\ Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\ Score 1 if the presentation media does not match the criteria, the answer to the questioner is generally incorrect, able to formulate suggestions for improvement\ Form of Assessment: Participatory Activities, Portfolio Assessment	Contextual Teaching Learning 2 X 50		Material: Current issues in PAUD and PNF Management Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	5%
16	Building a partnership network for PAUD independence	Students are able to carry out the final project assignment in the form of a Paper Report	Criteria: UAS Form of Assessment: Project Results Assessment / Product Assessment, Portfolio Assessment		Online	Material: UAS Reference: Sudjana, D. 2004. Management of Educational Programs for Non-Formal Education and Human Resource Development. Bandung: Falah Production	15%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Project Results Assessment / Product Assessment	30%
3.	Portfolio Assessment	20%
		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.
- 3. **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.
- 4. **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.
- 5. **Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.
- 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.