
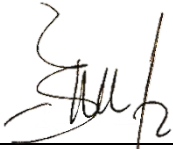





Faculty of Natural Sciences and Mathematics  
Chemistry Department  
Chemistry Education Study Program

Module name		Management of Tutoring Agency		
Module level, if applicable		4 <sup>th</sup> year		
Code, if applicable		SPK-767		
Semester(s) in which the module is taught		7 <sup>th</sup> semester		
Person responsible for the module		Artina Diniaty, M.Pd.		
Lecturer		Artina Diniaty, M.Pd. Lina Fauzi'ah, M.Sc.		
Language		Indonesia		
Relation to curriculum		Elective		
Teaching methods	Class size	Forms of active participation	Workload: 91 hours	
Project based learning	5-30	Discussion, Presentation, Role play	Lecturer: 100 (min) x 16 (meeting)	27 hours
			Lab work (structured assignment): 240 (min) x 16 (week)	64 hours
ECTS credit		3.25		
Credit points		2 SCU		
Requirements according to the examination regulations		Minimum attendance at lectures is 75% (according to UII regulation)		
Recommended prerequisites		N/A		
Related course		N/A		
Module objectives/intended learning outcomes		<p>On successful completion of the course:</p> <ol style="list-style-type: none"> <li>1. Students can show an attitude of independence, struggle, and entrepreneurship in Tutoring Agency management simulation</li> <li>2. Students can study the management of Tutoring Agency and arrange a proposal for the establishment of a Tutoring Agency</li> </ol>		
Content		<ol style="list-style-type: none"> <li>1. Learning System and Human Resource Management in Tutoring Agency</li> <li>2. Financial Management in Tutoring Agency</li> <li>3. Management of Facilities and Infrastructure in the Tutoring Agency</li> <li>4. Tutoring Agency Marketing System</li> </ol>		
Study and examination		Final score (NA) is calculated as follows:		

requirements and forms of examination	Intended learning outcomes	Weight (%)	Technique of assessment
	1	30	Non test: authentic assessment (role play) Test: oral examination
	2	70	Non test: project assignment (proposal and report)
Media employed	Google classroom, Power Point		
Reading list	1. Mulyana, AZ, 2012, Reformation Marketing Sekolah: Cara Cerdas Membesarkan Sekolah. Surabaya: Bening Pustaka 2. Saputro, E., dan Arintoko, R., 2016, Ladang Duit dari Bisnis Bimbel, Yogyakarta: Andi.		

Prepared by:	Verified by:	Authorized by:
		
Person responsible for the module	Student representative	Coordinator Program