

Sarjana Pendidikan dalam Pengurusan Pendidikan

Di penghujung program ini, pelajar akan memperolehi hasil pembelajaran berikut:

1. Menjelaskan pengetahuan yang berkaitan dengan pengajaran dan pembelajaran dalam menghadapi cabaran yang dinamik dalam bidang pengurusan pendidikan
2. Menganalisis maklumat dalam proses penyelesaian masalah berdasarkan kemahiran analitikal berkaitan bidang pengurusan pendidikan.
3. Mengaplikasikan kemahiran praktikal bersesuaian dengan bidang pengurusan pendidikan dalam pelbagai sektor pendidikan.
4. Mempraktikkan kemahiran interpersonal dalam perkhidmatan kepada pelbagai pihak terutamanya dalam bidang pengurusan pendidikan
5. Mengaplikasikan kemahiran komunikasi yang berkesan dalam menyebarkan maklumat bidang pengurusan pendidikan sama ada melalui penulisan atau percakapan.
6. Mengaplikasikan kemahiran digital dalam pelaksanaan tugas, penyebaran pengetahuan dan maklumat berkaitan bidang pengurusan pendidikan melalui pelbagai media dan teknologi terkini.
7. Mengaplikasikan pelbagai bentuk data numerikal bagi penyelesaian masalah berkaitan bidang pengurusan pendidikan
8. Mempamerkan kemahiran kepimpinan dalam pasukan, berautonomi dan bertanggungjawab ke atas keputusan berkaitan ilmu pengurusan pendidikan
9. Mengaplikasikan kemahiran personal melalui pengurusan pembelajaran sepanjang hayat dan komited terhadap amalan bidang pengurusan pendidikan
10. Mempamerkan idea dan inovasi keusahawanan sebagai nilai tambah dalam bidang pengurusan pendidikan
11. Mengamalkan nilai etika dan profesional berkaitan bidang pengurusan pendidikan bagi memenuhi Standard Guru Malaysia.

STRUKTUR KURIKULUM

A. MOD KERJA KURSUS

Kursus Teras (Wajib Fakulti)

GGGB6073	Kaedah Penyelidikan dalam Pendidikan
GGGB6093	Penyelidikan Kualitatif dan Kuantitatif dalam Pendidikan
GGGB6053	Penulisan Kritis dalam Penyelidikan

Kursus Teras (Wajib Pengkhususan)

GGGJ 6113	Teori Pengurusan dan Kepimpinan Pendidikan
GGGJ 6123	Pengurusan dan Kepimpinan Institusi Pendidikan
GGGC 6233	Perancangan Pendidikan
GGGC 6493	Pengurusan Sumber Manusia Dalam Pendidikan
GGG C6633	Pengurusan Perubahan Dalam Pendidikan

Kursus Elektif

GGGC6263	Pengurusan Kewangan Organisasi Pendidikan
GGGC6513	Pengajian Dasar Pendidikan
GGGC 6643	Reka Bentuk Program Latihan Dalam Perkhidmatan

Kertas Projek

GGGA 6083	Cadangan Penyelidikan
GGGA 6094	Kertas Penyelidikan

Master of Education in Educational Management

At the end of this program, students will achieve the following learning outcomes:

- 1. Explaining the knowledge related to teaching and learning in the face of dynamic challenges within the field of educational management.*
- 2. Analysing information in the problem-solving process based on analytical skills related to educational management.*
- 3. Applying practical skills appropriate to the field of educational management in various sectors of education.*
- 4. Practicing interpersonal skills in servicing to various parties, especially in the field of educational management.*
- 5. Applying effective communication skills in disseminating information within the field of educational management either through writing or speaking.*
- 6. Applying digital skills in the implementation of tasks, dissemination of knowledge and information related to the field of educational management through various media and the latest technology.*
- 7. Applying various forms of numerical data to solve problems related to educational management.*
- 8. Exhibiting leadership skills in a team, being autonomous and responsible for decisions related to educational management.*
- 9. Applying personal skills through lifelong learning management and committed to educational management practices.*
- 10. Showcasing entrepreneurial ideas and innovations as added value in the field of educational management.*
- 11. Practicing ethical and professional values related to educational management to meet the Standard Guru Malaysia.*

CURRICULUM STRUCTURE

A. COURSEWORK MODE

Core courses (Faculty Compulsory's courses)

<i>GGGB6073</i>	<i>Research Methodology in Education</i>
<i>GGGB6093</i>	<i>Quantitative and Qualitative Research in Education</i>
<i>GGGB6053</i>	<i>Critical Writing in Research</i>

Core courses (Specialisation courses)

<i>GGGJ 6113</i>	<i>Theory of Educational Leadership and Management</i>
<i>GGGJ 6123</i>	<i>Management and Leadership of Educational Institutions</i>
<i>GGGC 6233</i>	<i>Educational Planning</i>
<i>GGGC 6493</i>	<i>Human Resource Management in Education</i>
<i>GGG C6633</i>	<i>Managing Educational Change in Education</i>

Elective courses

<i>GGGC6263</i>	<i>Financial Management in Educational Organization</i>
<i>GGGC6513</i>	<i>Educational Policy Studies</i>
<i>GGGC 6643</i>	<i>Design and Development of In-Service Training</i>

Project paper

<i>GGGA6083</i>	<i>Research Proposal</i>
<i>GGGA6094</i>	<i>Research Paper</i>

Sinopsis Kursus/Course Synopsis

GGGB6073 Kaedah Penyelidikan dalam Pendidikan

Kursus ini merupakan kursus pengenalan kepada kaedah penyelidikan dalam pendidikan. Secara khususnya, kursus ini mendedahkan konsep penyelidikan saintifik, dan proses pembinaan sorotan literatur, pernyataan masalah, objektif dan kerangka konseptual kajian. Kursus ini juga akan menjelaskan pelbagai reka bentuk penyelidikan, kaedah kutipan dan analisis data, dan strategi bagi meningkatkan kesahan dan kebolehpercayaan kajian dalam penyelidikan kuantitatif, kualitatif dan kaedah gabungan.

GGGB6073 Research Methodology in Education

This course is an introduction course to research methodology in education. Specifically, the course will introduce the concept of scientific research, and the process of developing research literature review, statement of the problem, objectives and framework. The course will also explain various research designs, data collection and analysis methods, and strategies to attain research validity and reliability for quantitative, qualitative and mixed methods research.

Rujukan/References

- Creswell, J. 2019. Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research (6th ed). Pearson.
- Creswell, J.W. & Creswell, J.D. 2018. Research design: Qualitative, quantitative and mixed-methods approaches (5th ed). Sage Publications, Inc.
- Creswell, J.W. & Poth, C.N. 2018. Qualitative inquiry & research design: Choosing among five approaches (4th ed). Sage Publications, Inc.
- DeVellis, R.F. 2017. Scale development: Theory and application (4th ed). Sage Publications, Inc.
- Silverman, D. 2020. Interpreting Qualitative Data (6th ed). Sage Publications, Inc.

GGGB6093 Penyelidikan Kuantitatif dan Kualitatif dalam Pendidikan

Kursus ini bertujuan melengkapkan pelajar dengan pengetahuan dan kemahiran dalam memahami dan menjalankan penyelidikan pendidikan menggunakan reka bentuk penyelidikan kuantitatif dan kualitatif. Melalui kursus ini, pelajar akan dibimbing untuk memilih reka bentuk kajian yang bersesuaian berdasarkan kepada permasalahan kajian/persoalan kajian yang dirangkakan. Pelbagai teknik penganalisan data akan didedahkan, merangkumi analisis parametrik dan non-parametrik dalam kuantitatif serta secara bertema dalam kualitatif. Dari aspek penginterpretasian data, pelajar diajar untuk membangunkan andaian dan memberikan makna kepada data yang diperolehi dalam konteks permasalahan dan isu yang dikaji. Di akhir kursus, dijangkakan pelajar berupaya memanifestasikan pengetahuan, kemahiran dan pembudayaan penyelidikan melalui penghasilan satu laporan penyelidikan yang komprehensif.

GGGB6093 Quantitative and Qualitative Research in Education

This course aims to prepare students with knowledge and skills in understanding and conducting educational research using quantitative and qualitative research designs. Through this course, students will be guided to choose an appropriate research design based on the research problem/research question formulated. Various data analysis techniques will be taught, including parametric and non-parametric analysis in quantitative as well as thematically in qualitative. From the aspect of data interpretation, students are taught to develop assumptions and give meaning to the data obtained in the context of the problems and issues studied. At the end of the course, students are expected to be able to manifest knowledge, skills and research culture through the production of a comprehensive research report.

Rujukan/References

- Hennink, M., Hutter, I. & Bailey, A. 2020. 2nd Edition. Qualitative Research Methods. Los Angeles: Sage Publications.
- Jarvinen M. & Mik-Meyer, N. (Eds). 2020. Qualitative Analysis: Eight Approaches for The Social Sciences. London. Sage Publications.
- Pallant, J. 2020. SPSS Survival Manual: A Step by Step Guide to Data Analysis Using IBM SPSS, 7th Edition. Australia: Open University Press.

Johnson, B., & Christensen, L. 2017. Educational Research: Quantitative, Qualitative, and Mixed Approaches, 7th ed. London: Sage.

Ravid, R. 2020. Practical statistics for educators, 6th Edition. London: Rowman & Littlefield.

GGGB6053 Penulisan Kritis dalam Penyelidikan

Kursus ini bertujuan untuk membantu pelajar menghasilkan penulisan akademik terutamanya dalam penulisan kertas konsep. Skop utama kursus ini termasuklah penggunaan laras bahasa ilmiah yang meliputi pemilihan laras bahasa yang sesuai untuk pemilihan rujukan, penentuan topik secara berkesan, penggunaan applikasi plagiat dan penulisan mengikut Gaya UKM. Pelajar akan mempelajari kaedah mengkritik sesuatu artikel akademik dan menulis kertas konsep mengikut bidang pengkhususan pelajar secara kritis.

GGGB6053 Critical Writing in Research

This course intends to help students write their academic writing especially in the form of concept paper. The focus of this course includes the appropriate academic language usage which covers the appropriate language usage for selecting references, the effective selection of topics, the use of plagiarism application and UKM style of writing. Students will learn method to critique academic articles and write conceptual papers in their specialized fields critically.

Rujukan/References

ArosteGuy, K.O., Bright, A., Rinard, B.J. & Poe, M. 2019. A Student's Guide to Academic and Professional Writing in Education. London: Teachers College Press.

Bailey, S. 2022. Academic Writing for University Students. New York: Routledge.

Tusting, K., McCulloch, S., Bhatt, I. & Hamilton, M. 2019. Academic Writing: The Dynamics of Knowledge Creation. New York: Routledge.

Universiti Kebangsaan Malaysia. 2018. Panduan Menulis Tesis: Gaya UKM. Bangi: Penerbit UKM.

Zamri Mahamod. 2022. Penulisan Akademik. Edisi Kedua. Bangi: Penerbit Universiti Kebangsaan Malaysia.

GGGJ6113 Teori Pengurusan dan Kepimpinan Pendidikan

Kursus ini membincangkan pelbagai teori pengurusan, teori kepimpinan dan teori-teori lain yang berkaitan dengan pentadbiran dan pengurusan sumber pendidikan. Antara teori tersebut adalah teori pengurusan saintifik, teori organisasi, teori sistem sosial, pelbagai teori kepimpinan, teori tingkah laku, teori komunikasi dan lain-lain. Pelajar dijangka dapat menganalisis sejauh mana aplikasi dan perkaitan teori-teori berkenaan dalam pengurusan dan kepimpinan institusi pendidikan di Malaysia, mengamalkan prinsip-prinsip pengurusan dan kepimpinan yang bersesuaian untuk institusi pendidikan serta dapat menjangkakan implikasi amalan tersebut terhadap amalan pendidikan pada masa kini dan pada masa akan datang.

GGGJ6113 Theory of Educational Leadership and Management

This course discusses various management theories, leadership theories and other theories related to the administration and management of educational resources. Among these theories are scientific management theory, organizational theory, social system theory, various leadership theories, behavioral theory, communication theory and others. Students are expected to be able to analyze the extent of the application and relevance of the theories in the management and leadership of educational institutions in Malaysia, practice the principles of management and leadership that are appropriate for educational institutions and be able to anticipate the implications of these practices on educational practices today and in the future come.

Rujukan/References

- Tony Bush, 2020, Theories of Educational Leadership and Management. Sage Publication
- Gerry Johnson and Richard Whittington. 2017. Exploring strategy: text and cases. Pearson Education; 11 editions.
- Shaturaev, J., & Bekimbetova, G. (2021). The difference between educational management and educational leadership and the importance of educational responsibility. Interconf.
- Bity Salwana Alias, Mohd Radzi Ishak dan Rorlinda Yusof. 2022. Integriti dan perpaduan dalam pendidikan. Bandar Baru Bangi: Penerbit UKM.

GGGJ6123 Pengurusan dan Kepimpinan Institusi Pendidikan

Kursus ini membimbing pelajar untuk memahami tugas dan tanggungjawab pemimpin dan pengurus organisasi pendidikan termasuk sekolah. Perkara yang akan diberi fokus ialah konsep pengurus, pemimpin, pengurusan dan kepimpinan di institusi pendidikan, konsep kepimpinan perpaduan, berintegriti dan beretika, nilai-nilai profesional, pengetahuan, kemahiran dan amalan pengetua guru besar dalam bidang pengurusan sekolah, peranan pengurus dan pemimpin dalam pelaksanaan Dasar Pendidikan Kebangsaan dan dalam merealisasikan matlamat Standard dan Pelan Pembangunan Pendidikan Malaysia, serta pelaksanaan kajian tindakan atau kajian kes untuk mencadangkan penambahbaikan dalam amalan pengurusan/kepimpinan di institusi pendidikan. Hasil pembelajaran pelajar ditentukan berdasarkan kemampuan pelajar membincangkan, menghuraikan, serta membentangkan semula topik-topik berkenaan sama ada dalam kuliah interaktif atau melalui penulisan secara individu atau berkumpulan

GGGJ6123 Management and Leadership of Educational Institutions

This course guides students to understand the duties and responsibilities of leaders and managers of educational organizations including schools. The things that will be focused are the concept of managers, leaders, management and leadership in educational institutions, the concept of unity, integrity and ethics, professional values, knowledge, skills and practices of school leaders in managing school, the role of managers and leaders in the implementation of National Education Policy and in achieving the goals of Malaysian Education Development Plan and Standards, and the implementation of action research or case study in order to suggest improvement for management/leadership practices in educational institutions. Student learning outcomes are determined by students' ability to discuss, elaborate, and present the relevant topics either in interactive lectures or through individual or group writing.

Rujukan/References

- Bity Salwana Alias, Mohd. Radzi Ishak & Rorlinda Yusof. 2022. Integriti dan Perpaduan dalam Pendidikan. Bandar Baru Bangi, Penerbit UKM.
- Mumtaz Begam & Bity Salwana Alias. 2022. Pemimpin Berjenama Cemerlang: Pengetahuan. www.mumtazbookstoreonline.com.
- Mumtaz Begam & Bity Salwana Alias. 2022. Pemimpin Berjenama Cemerlang: Kualiti Peribadi. www.mumtazbookstoreonline.com.
- Mumtaz Begam & Bity Salwana Alias. 2022. Pemimpin Berjenama Cemerlang: Kecerdasan Spiritual. www.mumtazbookstoreonline.com.
- Mumtaz Begam & Bity Salwana Alias. 2022. Pemimpin Berjenama Cemerlang: Kecerdasan Emosi. www.mumtazbookstoreonline.com.
- Mumtaz Begam & Bity Salwana Alias. 2022. Penulisan Kajian Tindakan: Step by Step. www.mumtazbookstoreonline.com.

GGGC6233 Perancangan Pendidikan

Kursus ini akan berfokus kepada teori-teori perancangan pendidikan seperti pendekatan permintaan sosial, perubahan terancang, pendekatan tenaga manusia, pendekatan analisis kos-faedah, analisis kos-keberkesanan dan pendekatan korelasi kepada perancangan pendidikan. Kursus ini juga akan membincangkan aspek-aspek lain dalam perancangan seperti kualiti pendidikan, ekuiti, kos, perkembangan pendidikan swasta, perancangan strategik dan taktikal dan lain-lain lagi. Kursus ini akan berasaskan kajian kes situasi sebenar untuk menganalisis tahap kejayaan dan kegagalannya dalam perancangan pendidikan.

GGGC6233 Educational Planning

This course focuses on the theories and approaches in educational planning such as the social demand, planned change, manpower requirement, cost-benefit analysis, cost-effectiveness analysis and the correlation approach to education planning. This course also discusses on topics such as educational quality, equity, cost, the development in private education, education tactical and strategic planning etc. This course is based on real cases in order to enable analysis on the success and failure in educational planning.

Rujukan/References

- Bird, J. 2017. Educational Planning and Management. New York: Clanrye International.
- Bush, T. Les Bell, L. & Middlewood, D. 2019. Principles of Educational Leadership & Management. London: SAGE Publications Ltd.
- International Bureau of Education. 2021. Educational Planning : Research in Comparative Education: Hassell Street Press.
- Mathur, S. S. 2020. Management and Planning. Agra, India: Shri Vinod Pustak Mandir.
- Serdyuk, A. L., & Igbaeva G. R. 2022. Strategic planning in departmental educational organizations. *Аграрное и земельное право*, no. 8 (2022): 15–17. http://dx.doi.org/10.47643/1815-1329_2022_8_15.

GGGC6493 Nama Kursus Pengurusan Sumber Manusia dalam Pendidikan

Kursus ini bertujuan mendedahkan pelajar dengan pengetahuan asas dan kemahiran tentang pengurusan sumber manusia khususnya dalam bidang pendidikan. Topik perbincangan meliputi aspek definisi, konsep, objektif, kepentingan pengurusan sumber manusia dalam pendidikan, struktur organisasi dan pelaksanaan dasar pengurusan sumber manusia, proses pengambilan personel, latihan dan perkembangan staf, penilaian prestasi dan perhubungan industri. Teori berkaitan, model dan amalan terbaik pengurusan sumber manusia dalam pendidikan juga akan dibincangkan..

GGGC6493 Human Resource Management in Education

This course aims to expose students to the basic knowledge and skills of human resource management, especially in education. Topics of discussion include aspects of definition, concepts, objectives, and the importance of human resource management in education, organizational structure and implementation of human resource management, personnel recruitment process, training and staff development, performance evaluation and industrial relations. Relevant theories, models and best practices of human resource management in education will also be discussed.

Rujukan/References

- Cunningham, J. B. 2016. Strategic Human Resource Management in the Public Arena: A Managerial Perspective. New York: Palgrave Macmillan.
- Dickmann, M., Brewster, C., & Sparrow, P. (Eds.). 2016. International Management: Contemporary HR Issues in Europe. New York: Routledge.
- Fredericksen, E. D., Witt, S. L., Patton, W. D., & Lovrich, N. P. 2015. Human resource management: The public service perspective. London: Routledge.
- Lawler, E., & Boudreau, J. 2015. Global trends in human resource management: A twenty-year analysis. Stanford: Stanford University Press.
- Wilton, N. 2016. An introduction to human resource management. London: Sage.

GGGC6633 Pengurusan Perubahan dalam Pendidikan

Kursus ini bertujuan untuk menghuraikan teori dan pendekatan yang boleh membantu para pelajar mengurus perubahan secara sistematik kepada aspek-aspek perancangan, pelaksanaan dan penilaian serta strategi perubahan yang berkesan. Faktor-faktor yang mempengaruhi perubahan serta beberapa perspektif proses perubahan akan diteliti secara terperinci. Begitu juga dengan peranan perubahan akan disentuh. Seterusnya kursus ini akan menghuraikan bagaimana mereka perlu memainkan peranan secara efektif bagi menghasilkan perubahan yang dikehendaki. Aspek-aspek pemantauan, pengawalan dan strategi perubahan dalam pendidikan akan diberikan penekanan dalam kursus ini.

GGGC6633 Managing Educational Change in Education

The purpose of this course is to elaborate the theories and methods of systematic change management in different educational institutions. The focus of this course is on planning, implementation and assessment of change and on the identification of effective strategies for change. Among other topics discussed will be on the factors influencing change, the process of change, and the role of individuals in affecting the change. Aspects of supervision, control and strategy of changes in education will also be discussed.

Rujukan / References

- Al Comeaux. 2020. Change (The) Management: Why We as a Leader Must Change for the Change to Last. Nevada: Lioncrest Publishing.
- Alehegn, D. 2020. Management of Change and Innovation in Education. Mauritius: Lambert Academic Publishing.
- Bush, T. Les Bell, L. & Middlewood, D. 2019. Principles of Educational Leadership & Management. London: SAGE Publications Ltd.
- Cameron, E. & Mike, G. 2019. Making Sense of Change Management: A Complete Guide to the Models, Tools and Techniques of Organizational Change (5th Edition). Philadelphia : Kogan Page.
- Ross, L. 2020. Change Management Essentials: The Modern Playbook for new and Experienced Practitioners. Adelaide: Green Hill Publishing.
- Wilton, N. 2016. An introduction to human resource management. London: Sage.

GGGC6263 Pengurusan Kewangan Organisasi Pendidikan

Kursus ini akan menyentuh teori, prinsip serta amalan pengurusan kewangan organisasi pendidikan dengan memperkenalkan kepada pelajar teori-teori pengurusan kewangan pendidikan dari aspek kecekapan, keberkesanan dan kesaksamaan pembahagian serta perbelanjaan resos kewangan. Pelajar akan dibimbing untuk mengenal pasti model sistem pengurusan kewangan institusi pendidikan termasuk belanjawan, merancang sumber kewangan dan menganalisis kajian kes pengurusan kewangan.

GGGC6263 Financial Management in Educational Organization

This course focuses on the theories, principles and the foundation of educational financing which introduces the theories from the aspects of efficiency, effectiveness and equity in allocation and spending of resources. Students will be guided in the identification of models in policy and decision making in financing, school financial management systems including budgeting, school resource planning as well as doing case studies in school financing management.

Rujukan/References

- Buku Tatacara Pengurusan Perakaunan Kumpulan Wang Sekolah 2012
http://www.moe.gov.my/jpn Selangor/v3/images/stories/BUKU_TATACARA_KWS_2012.pdf
- Panduan Pengurusan Kewangan 2012.
<http://www.jpa.gov.my/docs/pilmu/bukukew/panduan1/pembayaran%20gaji%20lantikan%20baru>
- Odden, A. 2015. Financing Schools for High Performance: Strategies for Improving the Use of Educational Resources 1st Edition
- Odden, A. 2014. School Finance: A Policy Perspective 4th Edition
- Odden, A. 2013. Reallocating Resources: How to Boost Student Achievement Without Asking for More 1st Edition

GGGC6513 Pengajian Dasar Pendidikan

Kursus ini berfokus kepada aspek pembentukan, pelaksanaan dan analisis dasar-dasar pendidikan iaitu dari segi teori dan amalan di Malaysia. Bahagian Pertama akan berfokus kepada falsafah, prinsip dan teori. Bahagian Kedua akan berfokus kepada aspek analisis dasar yang meliputi peringkat penggubalan dasar, penerimaan dasar dan penilaian dasar. Peserta kursus dibimbing untuk terlibat secara langsung dalam perbincangan dan mengupas secara analitikal setiap kajian kes yang akan dikemukakan sepanjang kursus. Kursus ini membincangkan dari perspektif politik, ekonomi dan sosio-budaya dalam proses penggubalan dan pelaksanaan dasar.

GGGC6513 Educational Policy Studies

The course focuses on the aspect in the establishment, implementation and analysis the policies of education in terms of theory and practice in Malaysia. The first part will focus on the philosophy, principles and theories. The second part will focus on aspects of policies analysis that covers the policy implementation, ratings, revenue base and policy evaluation. Guided course participants to engage directly in conversations and explores in any analytical study that will be presented along the course. This course discuss from the perspective of political, economic and socio - cultural process and policy implementation.

Rujukan/References

- OECD (2022), Education Policy Outlook 2022: Transforming Pathways for Lifelong Learners, OECD Publishing, Paris, <https://doi.org/10.1787/c77c7a97-en>.
- UNESCO (2022), Going Global with the Happy School Framework: Supporting Holistic School Happiness, UNESCO Publishing, Paris.
- UNESCO (2022), High Stakes Exam and Assessments during the Covid 19 Crisis : What is the Status at the end of the 2020-2021 School Year, UNESCO Publishing, Paris.
- Samantha, E. H & Jeff, W. (2021) Power and Adult Support in Students Voice Efforts for Policy Change, Educational Policy, 37:2, 490-522.

GGGC6643 Reka Bentuk Program Latihan dalam Perkhidmatan

Kursus ini bertujuan memberi pengetahuan dan pendedahan terkini tentang perancangan, pelaksanaan, pemantauan dan penilaian terhadap program Latihan Dalam Perkhidmatan (LADAP/INSET). Ini meliputi konsep, model-model dan teori-teori latihan dalam perkhidmatan yang terdapat di seluruh dunia dan mengkaji kelebihan dan kelemahannya. Kursus ini menyentuh tentang peranan pusat tanggungjawab dalam merancang program LADAP/INSET secara profesional, berstruktur dan bersistematik. Seterusnya kursus ini akan memberi bimbingan dalam aspek teknik membuat analisis keperluan, reka bentuk dan pengurusan LADAP/INSET pemantauan dan penilaian kursus serta mentor. Pelajar akan berpeluang mengkaji pelbagai pendekatan dalam perancangan dan pengelolaan LADAP. Para pelajar akan dilibatkan dalam menggubal dan membuat persembahan mengenai satu reka bentuk program LADAP/INSET di tempat bertugas/organisasi pendidikan yang dipilih. Konsep, model dan teori yang telah dipelajari perlu dikaitkan dengan keadaan yang terdapat di tempat kerja atau organisasi pendidikan yang dipilih.

GGGC6643 Design and Development of In-Service Training

This course aims to provide the latest knowledge and exposure on the planning, implementation, monitoring and evaluation of In -Service Training (LADAP/INSET) programs. This covers the concepts, models and theories of in-service training available around the world and examines its advantages and disadvantages. This course touches on the role of the organisation in planning LADAP/INSET programs in a professional, structured and systematic manner. Furthermore, this course will provide guidance in the technical aspects of needs analysis, design and management of LADAP/INSET, monitoring and evaluation of courses as well as mentoring. Students will have the opportunity to study various approaches in the planning and management of LADAP/INSET. Students will be involved in drafting and making a presentation on a design of a LADAP/INSET program at the selected place of work/educational organization. The concepts, models and theories that have been learned need to be related to the conditions found in the chosen workplace or educational organization.

Rujukan/Reference

- David Amerland. 2017. The Social Media Mind : United State of America. New Line Publishing.
- Fariza Khalid, Mohd Jasmy Abd Rahman & Mohd Yusoff Daud. 2020. Pendidikan Digital Era RI 4.0. Penerbit Fakulti Pendidikan UKM, Kuala Lumpur.
- Mohd. Jasmy Abd Rahman et. al. 2018. Dron Dalam Pendidikan. Himpunan Kajian Empirikal. Selangor. Fakulti Pendidikan UKM.
- Mohd Jasmy Abd Rahman & Norazani Md Zain. 2017. IT Dalam Pendidikan Abad ke-21. Bangi. Fakulti Pendidikan UKM
- Philips, R. 2018. Interactive multimedia development. London: Kogan Page

GGA6083 Cadangan Penyelidikan

Kursus ini bertujuan untuk membimbing pelajar melakukan penulisan cadangan kajian yang akan dijalankan dan dinilai oleh penyelia. Cadangan kajian merangkumi Bab Pendahuluan, Kajian Literatur dan Metodologi sebagai gambaran awal kajian yang akan dilaksanakan. Di akhir kursus, pelajar perlu menghantar cadangan kajian dalam bentuk penulisan akademik dan membentangkan kepada penyelia.

GGA6083 Research Proposal

This course aims to guide students in writing research proposals that will be conducted and evaluated by supervisors. The proposed study includes an Introduction Chapter, Literature Review and Methodology as a preliminary overview of the study that will be carried out. At the end of the course, students have to submit a research proposal in the form of academic writing and present it to the supervisor

Rujukan/References

- DePoy, E., & Gitlin, L. N. 2019. Introduction to research E-book: understanding and applying multiple strategies. Elsevier Health Sciences.
- Mertens, D. M. 2019. Research and evaluation in education and psychology: Integrating diversity with quantitative, qualitative, and mixed methods. Sage publications.
- Portwood-Stacer, L. 2021. The Book Proposal Book: A Guide for Scholarly Authors. Princeton University Press.
- Kornuta, H. M., Germaine. R. W. 2019. A Concise Guide to Writing a Thesis or Dissertation: Educational Research and Beyond, 2nd ed. London: Routledge.
- Universiti Kebangsaan Malaysia 2018. Panduan Menulis Tesis: Gaya UKM. Bangi: Penerbit UKM.

GGA6094 Kertas Penyelidikan

Kursus ini merupakan kesinambungan kursus Cadangan Penyelidikan yang merupakan pra-syarat kepada kursus ini. Kursus ini bertujuan untuk membimbing pelajar melakukan penulisan berkaitan analisis dan perbincangan. Di akhir kursus, pelajar perlu menghantar penulisan kajian empirikal yang lengkap secara akademik. Penilaian kursus ini adalah berdasarkan kepada pembentangan dan hasil penulisan kertas keseluruhan kajian.

GGA6094 Research Paper

This course is a continuation of the research proposal course which is a prerequisite for this course. This course aims to guide students in writing related to analysis and discussion. At the end of the course, students have to submit an empirical study that is academically complete. The evaluation of this course is based on the presentation and the results of writing the entire study paper.

Rujukan/References

- DePoy, E., & Gitlin, L. N. 2019. Introduction to research E-book: understanding and applying multiple strategies. Elsevier Health Sciences.
- Mertens, D. M. 2019. Research and evaluation in education and psychology: Integrating diversity with quantitative, qualitative, and mixed methods. Sage publications.
- Portwood-Stacer, L. 2021. The Book Proposal Book: A Guide for Scholarly Authors. Princeton University Press.
- Kornuta, H. M., Germaine. R. W. 2019. A Concise Guide to Writing a Thesis or Dissertation: Educational Research and Beyond, 2nd ed. London: Routledge.
- Universiti Kebangsaan Malaysia 2018. Panduan Menulis Tesis: Gaya UKM. Bangi: Penerbit UKM.

GGA609E Disertasi

Kursus ini bertujuan untuk membimbing pelajar dalam merancang, menjalankan penyelidikan secara sendiri serta melaporkan proses penyelidikan, dapatan dan sumbangan penyelidikan tersebut secara ilmiah. Pelajar juga akan dapat menguasai kemahiran penyelidikan dan mensintesis kajian literatur terkini, dan membuat inovasi berkaitan bidang penyelidikan, menyumbang kepada bidang keilmuan berkaitan pendidikan. Di akhir kursus ini, pelajar akan menjalani peperiksaan lisan dan menghasilkan tesis yang menyumbang kepada penyelidikan dalam bidang pendidikan.

GGGA609E Dissertation

This course aims to guide students in planning, conducting research independently and reporting the research process, findings and research contributions scientifically. Students will also be able to master research skills and synthesize the latest literature studies, and make innovations related to the field of research, contributing to the scientific field related to education. At the end of this course, students will undergo an oral exam and produce a thesis that contributes to research in the field of education.

Rujukan/References

- DePoy, E., & Gitlin, L. N. 2019. Introduction to research E-book: understanding and applying multiple strategies. Elsevier Health Sciences.
- Mertens, D. M. 2019. Research and evaluation in education and psychology: Integrating diversity with quantitative, qualitative, and mixed methods. Sage publications.
- Portwood-Stacer, L. 2021. The Book Proposal Book: A Guide for Scholarly Authors. Princeton University Press.
- Kornuta, H. M., Germaine. R. W. 2019. A Concise Guide to Writing a Thesis or Dissertation: Educational Research and Beyond, 2nd ed. London: Routledge.
- Universiti Kebangsaan Malaysia 2018. Panduan Menulis Tesis: Gaya UKM. Bangi: Penerbit UKM.