



UNIVERSITI TEKNOLOGI MARA

EDU576: MANAGEMENT AND ORGANIZATION OF CO-CURRICULUM

<b>Course Name (English)</b>	MANAGEMENT AND ORGANIZATION OF CO-CURRICULUM <b>APPROVED</b>
<b>Course Code</b>	EDU576
<b>MQF Credit</b>	2
<b>Course Description</b>	This course focuses on the concepts and role of co-curriculum with particular emphasis on the types and objectives of co-curricular activities – the planning, organization and evaluation of co-curricular activities in schools. The course also covers elements of participation in co-curricular activities such as sports, clubs, or societies and uniformed bodies.
<b>Transferable Skills</b>	Leadership, effective communication, networking, planning, organizing, evaluation and implementation
<b>Teaching Methodologies</b>	Lectures, Discussion, Presentation
<b>CLO</b>	CLO1 Describe the concept and need for co-curricular activities in schools CLO2 Explain all circulars rules and regulations related to co-curricular activities CLO3 Present about issues and challenges of implementing co-curricular activities in schools
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Introduction to Co-curriculum in Malaysian Schools</b> 1.1) N/A	
<b>2. Uniformed Bodies/Societies/Clubs</b> 2.1) N/A	
<b>3. Uniformed Bodies</b> 3.1) N/A	
<b>4. Societies</b> 4.1) N/A	
<b>5. Sports/Games/Clubs</b> 5.1) N/A	
<b>6. Planning, Organising and Implementing Co-curriculum Activities</b> 6.1) N/A	
<b>7. Evaluation of Students</b> 7.1) N/A	
<b>8. Effective Management of Curriculum</b> 8.1) N/A	
<b>9. Internal and External Networking</b> 9.1) N/A	
<b>10. Documentation</b> 10.1) N/A	
<b>11. Discussion on Selected Issues</b> 11.1) N/A	
<b>12. Discussion on Selected Issues</b> 12.1) N/A	
<b>13. Presentation</b> 13.1) N/A	

**14. Presentation**  
14.1) N/A

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual assignment	30%	CLO2
	Assignment	Group Project	50%	CLO3
	Test	n/a	20%	CLO1
Reading List	Recommended Text	Ramlan Abdul Wahad 2018, <i>Co-curriculum Management Guidelines for Schools</i> , Nur Niaga Publications.		
Article/Paper List	Reference Article/Paper Resources	<ul style="list-style-type: none"> <li>• Andrew, L., &amp; Anney, N. V. 2016, Rethinking the role of co-curricular activities in developing students' talents in secondary schools in Tanzania, <i>Journal of Emerging Trends in Educational Research and Policy Studies (JETERAPS)</i>, 7(2)</li> <li>• Fauzi, H., Yahya, D., Mohd Sofian, O.F., Yaakob, D., Arumugan, R., Ismail, H.A., &amp; Muhamadul, B.Y. 2014, Co-curricular management practices among novice teachers in Malaysia, <i>Asian Journal of Education and e-Learning</i>, 2(2)</li> <li>• Rajashekshar, G.C., &amp; Yarriswami, M.C. 2018, Implementation of co-curricular activities in secondary schools: a role of teachers, <i>International Journal of Advanced Research in Education &amp; Technology (IJARET)</i>, 5(3)</li> <li>• Sandra, M., &amp; Anuar, A. 2016, Co-curricular activities and its effect on social skills, <i>International Conference on Education and Regional Development 2016 (ICERD 2016)</i></li> </ul>		
Other References	<ul style="list-style-type: none"> <li>• Book Mood, P. D., Musker, F., &amp; Rink, J. 2011, <i>Sports/Recreational Activities</i>, McGraw Hill</li> </ul>			