



## UNIVERSITI TEKNOLOGI MARA

### EDU580: CO-CURRICULUM MANAGEMENT

<b>Course Name (English)</b>	CO-CURRICULUM MANAGEMENT <b>APPROVED</b>
<b>Course Code</b>	EDU580
<b>MQF Credit</b>	2
<b>Course Description</b>	This course focuses on the philosophies, policies and practices of co-curriculum and co-curriculum management in schools. The course also covers the concepts, functions, guidelines and values of co-curriculum in schools. Particular emphasis is given on the management of co-curriculum activities which involves planning, implementation, supervision, evaluation, improvement and documentation of co-curriculum activities in schools. It will also look into the elements of participation in the three main co-curriculum activities which are sports and games, uniformed bodies, and clubs and societies. Current issues and trends relating to the management of co-curriculum activities in schools will also be discussed.
<b>Transferable Skills</b>	Communication skills, presentation skills, report writing skills, evaluation and assessment skills.
<b>Teaching Methodologies</b>	Lectures, Inquiry-based Learning, Case Study, Reading Activity, Discussion, Presentation
<b>CLO</b>	CLO1 1. Explain the philosophies, policies and practices of co-curriculum in school. CLO2 2. Justify the importance of co-curriculum activities in schools in achieving the national education philosophy. CLO3 3. Discuss the planning, implementation and evaluation of co-curriculum activities in schools. CLO4 4. Analyse the roles and functions of the three main co-curriculum activities in schools I e. sports and games, uniformed bodies, and clubs and societies.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
1. Need/significance for curriculum vis-a-vis the national Educational Phylosophy	
2. Types of co-curricular activities	
3. Co-curriculum activities	
4. Planning, organizing, and implementation	
5. Evaluation of students	
6. Leadership, effective communication and networking	

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Test 2 (20%)	20%	CLO2
	Group Project	Group Project: 40 %. (Field Study: A case study on a chosen best practice)	40%	CLO4
	Individual Project	Article Review (Research article) from related journals on co-curriculum management	20%	CLO3
	Test	Test 1 (20%)	20%	CLO1

Reading List	Reference Book Resources	<ul style="list-style-type: none"> <li>• Mat Darus Othman 2005, <i>Co-curriculum - circulars 1969-2003</i>, 1 Ed., Giga Wise Network</li> <li>• Hj Hussin b Osman 2007, <i>Co-curriculum- Activities toward Achieving Ex</i>, 1 Ed., Cetakrapi</li> <li>• Jean Blacklock &amp; Evely Jashes 2007, <i>Leadership- Get your people to work like they</i>, McGraw Hill</li> <li>• Mood, Musker and Rink 2003, <i>Sports/Recreational Activities</i> , 13 Ed., McGraw-Hill</li> <li>• Dr Chris Kyriakon 2005, <i>Stress Busting for Teachers</i>, 1 Ed., Nelson Thornes</li> <li>• Dr Teoh Hsien Jin 2005, <i>Running School Clubs and Societies</i>, 1 Ed., OAK Publication</li> <li>• Ramlan Abdul Wahad 2004, <i>Co-curriculum Management Guideline for Schools</i>, 1 Ed., Nur Niaga Publications</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	