

Module Handbook

Modul Name	Laboratory Management
Module Level	Bachelor
Abbreviation, applicable if	MNS304
Sub-heading, applicable if	-
Course included in the module, if applicable	-
Semester/term	5 th / Third year
Modul coordinator(s)	Dra. Usreg Sri Handajani, M.Si.
Lecturer(s)	Dr. Hartati, M.Si., Dr. MiratulKhasanah, M.Si.
Language	Bahasa Indonesia
Classification within the curriculum	Elective Studies
Teaching format/class hours per week during the semester	2 hours lectures (50 min / hour)
Workload	2 hours lecturers, 2hours individual study, 2 hours structured activities, 13weeks per semester, and total 78 hours a semester ~2,6 ECTS *
Credit point	2
Requirement	Courses in 4 th Semester
Learning Outcomes	<p>General competence (Knowledge): can discuss the design and arrangement of the laboratory, the management of equipment, chemicals and laboratory waste, safety and security work in the laboratory</p> <p>Specific Competence:</p> <ol style="list-style-type: none"> 1. Be able to explain the spatial laboratory, the way the management of laboratory facilities, a variety of laboratory, function and organization of the laboratory, how to care or maintenance of equipment, management information systems (MIS), storage techniques and the storage stability of chemicals, sources of hazards and how to prevent hazards in the laboratory, the source of accidents, ways of handling in the laboratory, how to standardize laboratory 2. Able to classify equipment and chemicals in the sources of waste
Attribute softskill	Discipline/on time, confidence
Content	Installation design and arrangement of the laboratory, laboratory organization and management, management of equipment and chemicals, laboratory waste management and hazard, safety and security work in the laboratory
Learning Methods	Lecture, assignment, discussion
Study/exam achievements	<p>The score of Laboratory Management consists of :</p> <p>1 x assignment = 20% (Assignment include soft skills discipline/on time in submitting assignment)</p>

	<p>1 x Middle exam UTS= 40%</p> <p>1 x Final exam UAS = 40% +</p> <p>Total = 100%</p> <p>Score, alphabetic score, and assignment</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Score</th> <th>alphabetic score</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>75,00-100,00</td> <td>A</td> <td>4</td> </tr> <tr> <td>2.</td> <td>70,00-74,99</td> <td>AB</td> <td>3,5</td> </tr> <tr> <td>3.</td> <td>65,00-69,99</td> <td>B</td> <td>3</td> </tr> <tr> <td>4.</td> <td>60,00-64,99</td> <td>BC</td> <td>2,5</td> </tr> <tr> <td>5.</td> <td>55,00-59,99</td> <td>C</td> <td>2</td> </tr> <tr> <td>6.</td> <td>40,00-54,99</td> <td>D</td> <td>1</td> </tr> <tr> <td>7.</td> <td>0-39,99</td> <td>E</td> <td>0</td> </tr> </tbody> </table> <p>Considered pass if ≥ 55</p>	No.	Score	alphabetic score	Value	1.	75,00-100,00	A	4	2.	70,00-74,99	AB	3,5	3.	65,00-69,99	B	3	4.	60,00-64,99	BC	2,5	5.	55,00-59,99	C	2	6.	40,00-54,99	D	1	7.	0-39,99	E	0
No.	Score	alphabetic score	Value																														
1.	75,00-100,00	A	4																														
2.	70,00-74,99	AB	3,5																														
3.	65,00-69,99	B	3																														
4.	60,00-64,99	BC	2,5																														
5.	55,00-59,99	C	2																														
6.	40,00-54,99	D	1																														
7.	0-39,99	E	0																														
Forms of media	LCD, laptop/computer, White board																																
Literature	<ol style="list-style-type: none"> 1. Susanti, E., 1999, <i>Teknis Penyimpanan Bahan Kimia dan Pembuangan Limbahnya</i>, Media Komunikasi Kimia, No. 1, tahun 3, Kimia FPMIPA IKIP Malang, Malang, hal. 36-53 2. Dahar, R.W. dan Aa Sumarna, 1986, <i>Pengelolaan Pengajaran Kimia</i>, Karunika, Jakarta. 3. Imamkhasani, S., 2003, <i>Material Safety Data Sheet (MSDS): Lembar Data Keselamatan Bahan</i>, vol IV, Pusat Penelitian Kimia, LIPI. 4. Hadi, A., 2000, <i>Sistem Manajemen Mutu Laboratorium</i>, PT Gramedia Pustaka Utama, Jakarta. 																																
Note	<p>*Total ECTS = $\{(total\ hours\ workload\ \times\ 50\ min)\ / 60\ min\} / 25\ hours$</p> <p>Each ECTS is equals with 25 hours</p>																																