



# Arabic Language Program Management for Muhadatsah Class

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## Abstract

Faced with a growing demand for Arabic language learning, course institutions such as OCEAN Pare Arabic language course institution are faced with the responsibility of providing quality education. Effective program management is key in ensuring optimal learning quality. This study aims to find out the organizing management practices in the Arabic language program of muhadatsah class at Ocean Pare Arabic language course institution. This study used a qualitative approach using interview techniques and document analysis. Data were collected from various sources, teachers, institute managers, as well as related documents. Data analysis was conducted to understand how the program was organized and managed. The result of this study is that OCEAN Pare Arabic language course institution implements a management system that includes planning, organizing, implementing, and supervising. In planning, the institution sets a vision of creating a smart generation through Arabic language education with a mission to improve teaching effectiveness and love for knowledge. Organizing is done with a clear organizational structure, teacher qualifications determined by the mudir, and recruitment of students every month. Program implementation consists of classroom and dormitory learning activities with various levels of Arabic language proficiency and daily practice. Supervision is carried out through daily, weekly and end-of-program evaluations, as well as control in the dormitory by musyriks.

## INTRODUCTION

The OCEAN Pare Arabic language course institution has an organizing institution that is quite interesting to observe and research as a vehicle for developing Arabic language skills. Some advantages and disadvantages can be clearly known by examining in detail the organizational management in the OCEAN Pare Arabic language course institution (Aldawood et al., 2023; Alwaleedi et al., 2019; Barrett et al., 2018; Soliman & Khalil, 2022; Towler, 2024).

In the discourse of the world of education, there is management which has a function as a crucial component in carrying out every rotation activity in education. Management has several main functions, namely; Planning,

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Organizing, Leading, and Controlling (Ahmad & Pratama, 2021; Akbar & Prasetyo, 2022; Asadi & Kavar, 2024; Nada et al., 2022; Ngarifah et al., 2022; Rahmawati, 2018; Rakhlin et al., 2021). According to Stoner, management is the process of planning, organizing, directing and supervising the activities carried out by organizational members and the use of other organizational resources in order to achieve predetermined goals (Mohammad Zaini, 2021). This explanation explains that management can be understood as a process of planning, organizing, leading, and controlling organizational efforts with all aspects and factors so that all forms of goals in the organization can be achieved effectively and efficiently as expected.

OCEAN Pare Arabic course is an Arabic and English language institution that always follows the development of education, ranging from variation models, learning systems, activities to slang. With the hope that students will enjoy active, effective, and fun learning. By not leaving the special characteristics of Islam, OCEAN Pare Arabic Course Institute also applies direct practice with Middle Easterners, which later is expected that graduates will become people of faith, noble character, superior in achievement and independent in accordance with the vision and mission of OCEAN.

OCEAN Pare Arabic language institute provides monthly Arabic language programs (Supriyadi, 2020). These programs are good for those who want to learn Arabic starting from zero or beginners, learn Arabic fast, learn Arabic aasar, learn Arabic for children to adults. The OCEAN Pare Arabic language course institution has several programs including the Muhadatsah program. Muhadatsah program is a learning program for Maharah Kalam at OCEAN called Arabiyah fi Aidina which is divided into 3 levels, Arabiyah fi Aidina 1, 2 and 3 (Alam & Asyrofi, 2023; Fitriyani, 2020; Meishanti et al., 2020; Mufidah & Fitriana, 2022; Ulfah & Lathifatul Insaniyah, 2023).

Therefore, it becomes a necessity that the existence of organizational management in an educational institution in order to decide and determine the various tasks that are deemed urgent to implement and who will make decisions about these tasks so that a structural division of labor is realized in a system of coordination lines.

It is a necessity that in an educational institution, whether formal or non-formal, there is a planning function that is unlikely to ever succeed without an organizing function, and it is certain that the organizing function will never be a goal without adequate human resources as actors and implementers (Maujud, 2018; Suardi et al., 2023; Subekti, 2022; Supriyadi, 2024). The word organizing which in English is known as "Organizing" is a metamorphosis of the word organize which means forming, making or designing a structure with segments that are combined in such a way that one with the other has an inseparable relationship.

## METHODS

In this study, researchers used qualitative research methods with a descriptive approach to collect accurate research data from correct information and draw conclusions from existing information (Engkizar et al., 2023; Hadiati et al., 2023). Qualitative research is also a research technique that uses narrative words in explaining and describing the meaning of each phenomenon, symptom, and certain social situations (Afriandi et al., 2023; Engkizar et al., 2024; Fiqhiyah et al., 2025). The techniques used in collecting data are interviews and document analysis in accordance with the data needed. The interview was conducted in a semi-structured

manner to the head of the Arabic language course institution OCEAN Pare to explore information about the management of Arabic language programs in related institutions comprehensively. After the data were collected, the researchers analyzed the data through three stages in accordance with the Miles and Huberman analysis technique, starting with presenting the data, reducing the data, and drawing conclusions.

## RESULT AND DISCUSSION

### Management of Muhadatsah Program Organization

As an institution, an organization needs a management system to manage its various activities. So is the OCEAN Pare Arabic language course institution (Di Tullio & Work, 1978; Khristianto, 2022; Kusanoa et al., 2011; Williams, 1977). This institution also applies management in carrying out its operations, starting from planning, organizing, actuating, and controlling. Based on the results of interviews and observations researchers conducted with the Manager (NH) of the OCEAN Pare Arabic language course institution regarding the process and steps of organizing management at the OCEAN Pare Arabic language course institution. The results are as follows:

First, planning, each institution has a unique method or procedure in managing its organizational structure. at the OCEAN Pare Arabic language course institution, they have a special approach in organizing and managing their organization (Battu et al., 2019; Hakim, 2021; Zhao et al., 2007). The process and ways of organizing at the OCEAN Pare Arabic language course institution are the determination of vision, mission and goals which are very important because they are related to something that the institution wants to achieve through the program presented. Vision is an ideal picture of the future that an institution or organization wants to achieve. The vision serves as a source of inspiration and motivation for all members of the institution in carrying out activities to achieve long-term goals. A good vision should be challenging, realistic and encouraging to move forward. The vision must also be able to communicate the main values and philosophy adopted by the institution. Then, to realize the vision that has been set, there is a mission to realize the vision. The mission is a statement about the reason for the existence of an institution, as well as the efforts made to realize the vision. The mission explains the operational goals of the institution and the strategies to achieve them. The mission should be in line with the vision, specific, measurable and reflect the uniqueness of the institution. The mission should also inspire and provide direction for all parties involved in carrying out the institution's activities.

Objectives are a further elaboration of an institution's vision and mission. Objectives describe the conditions or end results to be achieved within a certain period of time. Objectives must be specific, measurable, achievable, relevant and time-bound in order to be used as a reference in evaluating the institution's performance. Objectives should also reflect the priorities of the institution and can be translated into more operational targets. Institutional or organizational goals have an important function as a benchmark in evaluating success in both effectiveness and efficiency, as well as providing a picture of future conditions. By serving as a clear reference, the goal encourages the institution or organization to continue to work diligently to achieve it. It also enables accurate performance measurement and provides a solid guideline for the future direction of travel.

Thus, vision, mission and goals are important elements in determining the

direction and development strategy of an institution. All three are interrelated and must be formulated properly so that all members of the institution have the same understanding of what to achieve and how to achieve it (Komarudin et al., 2022). Formulating a clear vision, mission and goals will make it easier for institutions to allocate resources and make strategic decisions. Each institution has a unique method or procedure in managing its organizational structure. At the OCEAN Pare Arabic language course institution, they have a special approach in organizing and managing their organization. The process and ways of organizing at the OCEAN Pare Arabic language course institution is the establishment of a vision, mission and goals which is very important because it relates to something that the institution wants to achieve through the program presented. The planning process begins with setting the vision and mission of the institution which becomes the foundation in determining the goals and objectives to be achieved.

This vision and mission should be in line with the needs of the community for quality Arabic language education. Furthermore, the institution needs to develop a strategic plan (renstra) that includes long-term goals, objectives, and strategies to achieve these goals within a certain period of time. The vision of the Arabic language course institution OCEAN Pare prints a smart generation for religious life and state with language. Then to achieve this vision, the OCEAN Pare Arabic language course institution has a mission in the form of long-term activities with a clear direction, namely increasing the effectiveness of teaching so that students are able to learn optimally and also increase the culture to love knowledge. In connection with the vision and mission, the OCEAN Pare Arabic language course institution aims to spread Arabic language knowledge and love for Arabic. In addition, of course, it aims to facilitate and provide services that can foster the development of active and passive Arabic language skills to the people of Indonesia and others. By setting these goals, the OCEAN Pare Arabic language course institution hopes that the Arabic language program that has been created can foster and increase students' love for Arabic, and apply it in their daily lives both personally and socially (Ninoersy et al., 2020).

Second, Organizing, is one of the management functions related to the division of labor and resources to achieve organizational goals (Li et al., 2012). The organizing process includes determining tasks, grouping tasks, delegating authority, and allocating resources among organizational units. Organizing aims to create efficient structures and work mechanisms as well as good coordination between work units. There are several principles that must be considered in organizing, including the principle of clarity of purpose, the principle of efficiency, the principle of unity of command, the principle of span of control, the principle of delegation of authority, and the principle of accountability. These principles ensure that organizing is done effectively and efficiently so that it can support the achievement of organizational goals. The result of the organizing process is the formation of an organizational structure that reflects the division of labor, departmentalization, and the relationship of authority and responsibility between work units. Organizational structures can be simple, functional, divisional, matrix, or modern designs such as virtual organizations (Urooj & Hussain, 2021). Choosing the right organizational structure will affect the effectiveness and efficiency of organizational operations.

In the context of the management of Arabic language course institution in Ocean Pare, organizing plays a role in arranging and coordinating various resources owned in order to be utilized effectively and efficiently. As for the organization in the Arabic language course institution in Ocean Pare, namely; a) the Arabic language

course institution in Ocean Pare has an organizational structure in which each member has their respective duties and responsibilities listed in the standard operating procedure. The organizational structure of the OCEAN Pare Arabic language course institution is: i) *mudir*; ii) *manager* iii) *teaching staff*, which includes *teaching staff* in the classroom and *teaching staff* in the dormitory (*maskan*), b) for *teacher qualifications* and their determination in the Arabic language course institution in Ocean Pare is determined directly by the *mudir*. For prospective teachers who will teach at the OCEAN Pare Arabic language course institution, it is not enough to have good Arabic language skills and abilities. However, prospective teachers must understand the methods and how to teach at the OCEAN Pare Arabic language course institution.

It aims to harmonize the teachers in teaching Arabic at the OCEAN Pare Arabic language course institution. Therefore, for those who are interested or want to join as a teacher, prospective teachers must follow all series of programs to find out how or methods in learning Arabic at the OCEAN Pare Arabic language course institution. In the process of organizing, the OCEAN Pare Arabic language course institution holds recruitment of new students on every 10th of each month except for the special program in the month of Ramadan which begins on the 1st of Ramadan. There are no special requirements for prospective students to join this program. However, later it will be seen the ability of prospective learners to be placed in a class that is suitable for him, c) next for books / bibles used in Arabic language courses in Ocean Pare is *kitab al Muhawarah al Haditsah*, *kitab al Asma'*, and *kitab al af'al* which books are authored by al Habib Hasan Baharun and *kitab al Arabiyah fii Aidina Tsani* which is published directly by the OCEAN Pare Arabic language course institution.

Third, Implementation (actuating), is one of the management functions related to efforts to mobilize all human resources and other resources in the organization so that they can work effectively and efficiently in achieving organizational goals (Ditmer et al., 2021; Hakim, 2021). Implementation is a function that drives all the plans and organizing that have been set before. Without good implementation, the plans and organization that have been prepared will not run properly. Implementation plays a crucial role in translating strategic plans and organizational structures into concrete actions. In this process, organizational leaders are responsible for communicating goals and strategies to all members of the organization, as well as providing the direction, motivation, and support needed so that all parties can work optimally.

The implementation management at OCEA Pare Arabic language course institution is proven by the *muhadatsah arabiyah fii aidina* program. The *muhadatsah arabiyah fii aidina* program has 3 levels of classes, namely beginner classes (*mubtadi*), intermediate classes (*mutawashit*), and advanced classes (*mutaqaddim*). Activities at the OCEAN Pare Arabic language course institution are classified into two parts. The first activity is learning activities carried out in *daurah* or conducted in the classroom, which includes: i) *Arabiyah fi Aidina 1* program, which is a program that trains and teaches speaking (*muhaddatsah / takallum*) in Arabic for beginners or also called *mubtadi'* class. This program focuses on providing daily *mufradats* and simple expressions that can be practiced by students in daily communication. ii) *Arabiyah fi Aidina 2* program, in this program

in addition to students being given new mufradats, students have also begun to learn long expressions. Learners in this program have begun to be active in speaking Arabic because they have been equipped with a lot of mufradat in the Arabiyah fi Aidina 1 program. In this program, students are trained to perform (taqdim) one by one in front of the class with a free theme according to the wishes of the participants who perform. Then, in this program students are also trained to debate (munazhoroh) in Arabic where one class is divided into two groups between pros and cons with a debate theme determined by the teacher. iii) Muhaddatsah Aidina 3 program, in this program students already have good speaking skills and in this program, students are also trained again for Munazharah where one class is divided into 2 groups but, chosen and carried out immediately without prior preparation, meaning sudden appearance. It trains the mentality and skills of students in understanding the theme given and practicing language spontaneously. The implementation of the three programs is carried out in the classroom starting from Monday to Friday. Especially every Friday night all students and teachers gather in dauroh to carry out maulid activities by reading the book of maulid simtuddurar. Then, Saturday and Sunday the classroom activities are off.

In addition to activities in daurah or in the classroom, the second activity is learning activities carried out in the dormitory (maskan), which is an urgent activity at the OCEAN Pare Arabic language course institution. The activities in the dormitory (maskan) are urgent activities because, learners practice mufradat and Arabic language with interaction and communication with musyrif and his friends in the dormitory. The activities in the dormitory are as follows: i) reading wirid al lathif, which is a dhikr read by students after every morning prayer in congregation. ii) hifzh mufradat, which is the activity of memorizing new vocabulary every time after shubuh in congregation which is distorted to the head of each group. iii) reading rattib al haddad, which is reading dhikr which is done after maghrib prayer. iv) compulsory Arabic in the dormitory, every learner is required to communicate in Arabic in the dormitory, whether it is students of the muhaddatsah al Arabiyah fii aidina 1, 2 and 3 programs. However, specifically for students of the muhaddatsah aidina 2 and 3 programs, they are required to speak Arabic whenever and wherever they are. each of these programs, must be implemented by all students who live in the dormitory (maskan) without exception. If anyone does not participate in the activity without excuse or violates then the learner is subject to punishment ('iqob) by paying a fine that has been agreed upon.

Fourth, Supervision (controlling), assists the organization in ensuring that all operational activities run according to plan, identifying problems early, and taking the necessary corrective actions to achieve organizational goals effectively and efficiently. Monitoring activities are activities carried out by leaders to see, monitor the course of the organization or program during activities and assess the achievement of goals, see supporting and inhibiting factors in program implementation (Fionita et al., 2024). At the OCEAN Pare Arabic language course institution, the monitoring process is carried out by holding daily, weekly, and final evaluations which are directly supervised by the mudir of the OCEAN Pare Arabic language course institution. After monitoring, an evaluation is carried out in three ways: i) daily evaluation, the teacher will give questions to students about the material that has been learned on the previous day; ii) evaluation every week, the teacher gives questions to students about all the material that has been learned the previous week; ii) final evaluation or also called imtihanul akhir at the end of each

program. in addition, program control is also carried out in the dormitory (maskan) by Musyrif in each dormitory.

Every program that will be implemented by an institution or institution must have management in it which aims to make the program to be implemented can run well and maximally in accordance with what is expected. It also applies in the OCEAN Pare Arabic language course institution, in preparing the muhaddatsah program, the OCEAN Pare Arabic language course institution applies the functions that exist in management, starting from planning (planning), organizing (organizing), implementing (actuating), and supervising (controlling). As explained by Ricky W. Griffin in Nada that management is an activity of planning, organizing, implementing, and controlling resources in order to achieve goals or objectives effectively and efficiently (Nada et al., 2022).

In addition, Kristiawan in Angelya also explains organizing as a process of determining, grouping and arranging the various activities needed to achieve goals, placing people in each of these activities, providing the necessary tools, determining the authority that is relatively delegated to each individual who will carry out these activities (Angelya et al., 2022). In line with what Kristiawan explained, the OCEAN Pare Arabic language course institution located in Kediri offers an Arabic language program, namely muhaddatsah, in which there is a process, grouping, and arrangement of activities needed to achieve predetermined goals.

## CONCLUSION

The process of organizing management in the 1-month Muhadatsah program at each level at the OCEAN Pare Arabic language course institution includes several things. First, the purpose of the OCEAN Arabic language course institution is to spread the knowledge of Arabic and the love of Arabic then of course aims to facilitate and provide services that can foster the talent of Arabic language skills, active and passive to the Indonesian people. Second, the determination and classification of activities at the OCEAN Institute language course institution is divided into two, namely activities carried out in dormitories and classes. Third, determining the number of teachers or what is commonly referred to as the span of control is based on the number of teachers needed in this program. Fourth, the organizational structure contained in the OCEAN institution. Fifth, monitoring and reorganization. In addition, the 1-month Muhadatsah program at OCEAN institutions also has several advantages and disadvantages in its organizational management as described by researchers in the research results sub chapter.

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### Author contribution

**Rifki Zaitul Ikhlas:** Data curation, Writing-Original draft preparation, **Alvian Izzul Fikri:** Writing-Reviewing and Editing, **Alfi Alfarezy:** Visualization, **Nur Kholid:** Supervision, Formal analysis, **Rifki Zaitul Ikhlas:** Conceptualization, Methodology, Validation, **Rifki Zaitul Ikhlas:** Supervision, Software.

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