



**Arabic Language Course Program Organization Management At Bisa Yayasan
(Belajar Islam Dan Bahasa Arab)**

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Abstract

This study aims to determine how organizational management is in the BISA foundation and how the tasks are divided in corporate governance at the BISA Foundation. This research uses a descriptive qualitative method. The data collection technique used by researchers is by interviewing one of the administrators of the BISA Foundation and documentation in the form of data that researchers are looking for on the BISA website <https://www.bisa.id/>. After the data is collected, a descriptive analysis is carried out utilizing: 1) data collection, 2) data reduction, 3) data presentation, and 4) conclusion/verification. The results of this study show that the organizational management at the BISA Foundation (Learn Islam and Arabic) has been carried out properly, as well as the head of the institution (BPH) has a clear organizational structure and also provides a division of tasks in writing according to what is stated in the Jobdesc design for each field. The leaders of each lot are given certain rights and the number of members according to the needs of each program so that it helps with their duties.

Keywords: *Organizational Management, Arabic Language Course, BISA (Belajar Islam Dan Bahasa Arab)*

Abstrak

Adapun penelitian ini bertujuan untuk mengetahui bagaimana manajemen pengorganisasian dalam yayasan BISA dan bagaimana pembagian tugas dalam manajemen pengorganisasian di Yayasan BISA. Penelitian ini menggunakan metode kualitatif deskriptif. Adapun untuk teknik pengumpulan data yang peneliti gunakan adalah dengan cara wawancara dengan salah seorang pengurus Yayasan BISA dan dokumentasi berupa data-data yang peneliti cari di situs website BISA <https://www.bisa.id/>. Setelah data dikumpulkan dilakukan dengan analisis deskriptif dengan cara: 1) Pengumpulan data, 2) reduksi data, 3) penyajian data, 4) penarikan kesimpulan/verifikasi. Adapun hasil

dari

penelitian ini bahwasanya manajemen pengorganisasian yang ada di Yayasan BISA (Belajar Islam dan Bahasa Arab) ini telah dilaksanakan dengan baik, seperti halnya pimpinan lembaga (BPH) telah memiliki struktur organisasi yang jelas dan juga memberikan pembagian tugas secara tertulis sesuai dengan yang tertera di struktur Jobdesc kepada setiap bidangnya. Pimpinan setiap bidangnya diberikan hak tertentu dan juga diberikan jumlah anggota sesuai dengan kebutuhan setiap program, sehingga membantu tugasnya.

Kata kunci : *Manajemen Pengorganisasian, Kursus Bahasa Arab, BISA (Belajar Islam Dan Bahasa Arab)*

خلاصة

تهدف هذه الدراسة إلى تحديد الإدارة التنظيمية داخل مؤسسة بيسا (BISA) وتوزيع المهام فيها. وقد استخدمت الدراسة المنهج الوصفي النوعي. وشملت أساليب جمع البيانات إجراء مقابلات مع أحد إداريي مؤسسة بيسا، وتوثيق البيانات التي جمعت من موقع المؤسسة الإلكتروني <https://www.bisa.id>. بعد جمع البيانات، أُجري تحليل وصفي باستخدام الطرق التالية: (1) جمع البيانات، (2) اختزال البيانات، (3) عرض البيانات، (4) استخلاص النتائج والتحقق منها. تشير نتائج هذه الدراسة إلى أن الإدارة التنظيمية داخل مؤسسة بيسا (Belajar Islam dan Bahasa Arabic) قد طبقت بفعالية. تتمتع قيادة المؤسسة (BPH) بهيكل تنظيمي واضح، وتُقدم توزيعًا مكتوبًا للمهام، كما هو موضح في هيكل الوصف الوظيفي، لكل قسم. تُمنح قيادة كل قسم صلاحيات محددة، ويُخصص لها عدد من الأعضاء وفقًا لاحتياجات كل برنامج، مما يُساعد في أداء مهامها.

الكلمات المفتاحية: الإدارة التنظيمية، دورة اللغة العربية، بيسا (تعليم الإسلام واللغة العربية).

INTRODUCTION

In management, education has an important role. This is because leadership is significant in activities and various educational programs. This is in line with Nanang Fattah's opinion that

management functions as an essential component in carrying out every move in education. Management has several primary functions: Planning, Organizing, Leading, and Controlling¹.

The second step in organizational management after planning is organizing. Etymologically, organizing is an organizer who has the meaning of holding a necessary substructure to create relationships between individuals who are related to each other as a whole². According to Imam Subekti in his article, he said that organizing is an effort to coordinate human and non-human resources needed in one unit to carry out activities according to schedule in achieving predetermined goals³. Meanwhile, Muhammad Rifa'i said that organizing is a managerial activity to build an organization tasked with carrying out a predetermined plan to achieve organizational goals⁴. So organizing can be interpreted as a picture or scheme that has lines and shows the order or position of members and the relationship between individuals that has been determined.

So far, the research related to organizing is that two steps should be considered, namely determining the organizational system and division of tasks and those who receive authority and responsibility from the organizing system, namely program administrators⁵. In other studies, it is said that organizing is needed to achieve the goals of an educational institution⁶. Good Organizational Research produces suitable organizational forms, from the work system, structure, and resources to other aspects⁷.

In essence, with this organization, a formal and non-formal educational institution will be able to succeed and run. Likewise, this organization will only be able to run with the existence of human resources, which are the executors. This is in line with the opinion of Alvi Dyah Rahmawati in her article, saying that organizing management is needed in an educational institution, both formal and non-formal, to determine what tasks need to be carried out and who decides these tasks so that a logical division of labor is created in a coordinated system⁸. Apart from that, there are several goals and benefits of organizing as described by Saefrudin in his article, including achieving goals that are more effective and efficient if carried out together, as a

¹ Nanang Fattah, *Landasan manajemen pendidikan* (Bandung: Remaja Rosdakarya, 2009). Hal. 57.

² Malayu S.P Hasibuan, *Manajemen; Dasar, Pengertian dan Masalah*, 4 ط. (Jakarta: Bumi Aksara, 2005).

³ Imam Subekti, "Pengorganisasian Dalam Pendidikan", *TANJAK: Journal of Education and Teaching* 3, 29–19 :(2022) 1 عدد, <https://doi.org/10.35961/tanjak.v3i1.422>.

⁴ Muhammad Rifa'i, *Manajemen Organisasi Pendidikan*, تحرير CV. Humanis (Malang, Jawa Timur: CV. Humanis, 2019).

⁵ Fitri Hidayati وآخ, "Manajemen Pengorganisasian Program Bahasa Arab di Pondok Pesantren Salaf", *Tarling: Journal of Language Education* 3, 33–115 :(2019) 1 عدد, <https://doi.org/10.24090/tarling.v3i1.2031>.

⁶ QURRATA AKYUNI, "PENGORGANISASIAN DALAM PENDIDIKAN ISLAM", *Serambi Tarbawi* 6, 2 عدد 2018 (30 يوليو), <https://doi.org/10.32672/tarbawi.v6i2.766>.

⁷ Fathor Rachman, "Manajemen Organisasi Dan Pengorganisasian Dalam Perspektif Al-Qur'an Dan Hadith", *Ulumuna: Jurnal Studi Keislaman* 1, 323–291 :(2015) 2 عدد, <http://ejournal.kopertais4.or.id/madura/index.php/ulumuna/article/view/1628/1202>.

⁸ Alvi Dyah Rahmawati, "Manajemen Pengorganisasian Program Kursus Bahasa Arab Di Pare Kediri", *Arabi: Journal of Arabic Studies* 3, 52 :(2018) 1 عدد, <https://doi.org/10.24865/ajas.v3i1.71>.

forum for using resources and technology, and as a place to develop potential. as a vessel for fulfilling human needs, and as a vessel for the use of power and control⁹.

Especially in non-formal education and the CAN program course institutions, which will not be successful without this organizational management. The BISA (Learning Islam and Arabic Language) program foundation is a long-distance (online) and online (offline) course program that is well-known on social media. The program was launched as part of the aspiration to help Muslims with Islamic knowledge and Arabic during their busy daily activities. The syllabus and curriculum used in the BISA Program are designed and adapted for all levels of understanding and professions so that even those who have never studied Arabic can, God willing, be completed it within two months with eight meetings. The BISA program foundation has graduated tens of thousands of alums from various backgrounds, both within the country and abroad.

There are three types of programs at the BISA Foundation: mandatory online, paid general, and offline. In these programs, there are eight more programs, namely studying regular Sharaf, learning regular nahwu, learning premium, learning premium, learning nahwu ajurrumiyah, nahwu with the science of faith, rote memorization of summaries, and CAN lectures.¹⁰

From the explanation above, it can be concluded that this research aims to determine the organizational management within the BISA foundation and how the division of tasks in the direction of the BISA foundation is organized. Therefore, it is hoped that this research will be helpful for readers as a reference regarding organizational management and can be applied..

RESEARCH METHODS

This study used a qualitative descriptive research method. Bodgan and Tailor, as quoted by Moleong, define qualitative research as a procedure that produces metadata in the form of written or spoken words or the shape of policy actions. This study describes the foundation of the BISA (Learn Islam and Arabic) course in organizational management. The data collection technique that the researcher used was an interview with one of the management at the BISA Foundation and documentation in the form of documents on the BISA website. The data collection technique that researchers use is descriptive analysis with 1) data collection, 2) data reduction, 3) data presentation, and 4) concluding/verification.

RESULTS AND DISCUSSION

Management Of Organization Of The Arabic Language Course Program At The BISA Foundation

The subject examined in this research is the Arabic Language Course at the BISA Foundation (Learning Islam and Arabic). The BISA (Learning Islam and Arabic Language) program foundation is a long-distance (online) and online (offline) course program that is well-

⁹ Saefrudin, "Pengorganisasian Dalam Manajemen", *al-Hikmah* 5, 14–1 : (2017) 2 عدد.

¹⁰ <https://www.bisa.id/program/> (diakses pada 05 November 2022 pukul 22:33)

known on social media. The programs at the BISA foundation consist of tiered programs, from the beginner level to advanced programs, both free and paid. The program was launched as part of the aspiration to help Muslims with Islamic knowledge and Arabic during their busy daily activities.

With the various kinds of programs described above, the BISA foundation will only be successful and run optimally with organizational management. Formal and non-formal education cannot be separated from one of these management functions: organizing. In line with Alvi Dyah Rahmawati's article, she said that organizational management is needed in an educational institution, both formal and non-formal, so it can determine what tasks need to be carried out and who determines these tasks to create a division. Logical work in a coordinated system¹¹

Organizing is carried out in small tasks, assigning each task to individuals according to their expertise, and identifying and grouping individuals to achieve organizational goals¹². According to Imam Subekti in his article, he said that organizing is an effort to coordinate human and non-human resources needed in one unit to carry out activities according to schedule in achieving predetermined goals¹³. Meanwhile, Muhammad Rifa'i said that organizing is a managerial activity to build an organization tasked with carrying out a predetermined plan to achieve organizational goals¹⁴. So organizing can be interpreted as a strategy for formulating plans in an organizational structure that is good, efficient, conducive, and practical to optimize goals.

Several things must be considered in managing a program organization, including the steps or stages in the organization. These steps were explained by Ernest Dale, quoted from Imam Subekti's article entitled "organizing in education." Second, dividing tasks/work. Third, unify the work of the members. Fourth, coordinating work. Fifth, Monitoring and Reorganization¹⁵. Meanwhile, according to Saefrudin's detailing, the stages/steps in organizing are as follows: First, the manager knows the organization's goals. Second, the manager determines and classifies organizational activities. Third, the manager classifies organizational activities. The four managers assign rights or powers to each member. Fifth, a span of control. Sixth, the role of the individual. Seventh, the manager determines the type of organization. Eighth, the manager determines the organizational structure¹⁶. So, in this study, the researcher uses the theory from Saefrudin because this theory explains more fully than Ernest Dale's theory.

Based on the results of an interview conducted with one of the ustadz who said that the steps for organizing management in the BISA foundation Arabic language course could be explained as follows :

¹¹ Rahmawati, "Manajemen Pengorganisasian Program Kursus Bahasa Arab Di Pare Kediri".

¹² Ghufuran Akbar و Bambang Budi Prasetyo, "MANAJEMEN PENGORGANISASIAN PROGRAM KURSUS BAHASA ARAB DI AKADEMI ALMADINAH Abstrak PENDAHULUAN Pembelajaran dalam istilah lain disebut dengan " instructional ", saat ini istilah tersebut yang lebih populer yang bermakna peran aktif dari pengajar untuk mem", *Taqdir* 8, 33–20 :(2022) 1 عدد.

¹³ Rifa'i, *Manajemen Organisasi Pendidikan*.

¹⁴ Rifa'i, *Manajemen Organisasi Pendidikan*.

¹⁵ Rifa'i.

¹⁶ Saefrudin, "Pengorganisasian Dalam Manajemen".

1. Define goals

In general, the purpose of this foundation course is service motive. The purpose of this organization is to provide services to the community by organizing Islamic and Arabic learning activities without limitations on time, age, occupation, and distance. In addition, encouraging the realization of sustainable Islamic education that is not limited to school age (SD-SMA) and College (S1-S3) regardless of professional background and preaching the principles of aqidah ahlus Sunnah wal jama'ah based on the Qur'an and Hadith. Meanwhile, specifically, each program in the BISA Foundation has the following detailed objectives:

List of BISA Programs and Purpose

No	Program	Purpose
1	BISA (BELAJAR ILMU SHOROF REGULER)	Mastering the Fundamentals of Arabic
		Understanding Changes in Verbs and Nouns
		Understanding Changes in Words in the Qur'an
		Understanding Changes in Words in the Qur'an
		Understanding Changes in Verbs and Nouns
		Applying the Rules of Sharaf Science in Understanding the Verses of the Qur'an
2	BINA (BELAJAR ILMU NAHWU REGULER)	Make Perfect Sentences According to Nahwu Rules
		Understanding I'rab Sentences
		Understanding I'rab Sentences
		Applying the Rules of Nahwu Science in Understanding Al-Qur'an Verses
3	SHAUM (BELAJAR ILMU SHARAF PREMIUM)	Mastering the Fundamentals of Arabic
		Understanding Changes in Verbs and Nouns
		Understanding Changes in Words in the Qur'an
		Can Look Up the Meaning of Words in the Arabic Dictionary
		Understanding Changes in Verbs and Nouns
		Applying the Rules of Sharaf Science in Understanding the Verses of the Qur'an
4	BINUM (BELAJAR ILMU NAHWU PREMIUM)	Make Perfect Sentences According to Nahwu Rules
		Understanding I'rab Sentences
		Understanding the Nahwu Rule

		Applying the Rules of Nahwu Science in Understanding Al-Qur'an Verses
5	BINAR (BELAJAR ILMU NAHWU AJURRUMIYYAH)	Mastering the principles contained in the book <i>Al-Wāḍiḥ fi an-Nahw</i> (Syarḥ wa Tauḍīḥ 'alā Matn al-Ājurrūmiyyah) apply the knowledge of nahwu and sharaf that has been studied in the two previous programs Able to make final e-book assignments in groups
6	NIKAH (NAHWU DENGAN ILMU AKIDAH)	understand the basic beliefs of ahlusunah waljamaah while honing their nahwu sharaf skills
7	LAMARAN (HAFALAN MATAN RINGKASAN)	help and make it easier for syar'i students to memorize scientific books intensively
8	KULIAH BISA	<ul style="list-style-type: none"> • Semester 1: Sharaf, Aqidah, and Hadith • Semester 2: Hiwar, Jurisprudence 1, and Arabic Language 1 • Semester 3: Nahwu, Sirah, Jurisprudence 2, and Arabic 2 • Semester 4: Mustalahulhadis, Qawa'id Fiqhiyyah, Jurisprudence 3, and Arabic 3

2. Determine and classify organizational activities.

Activities at the BISA Foundation can be categorized as three mandatory online program activities in which learning is carried out in the network via WA and Zoom, paid public programs are guided by competent instructors where learning is carried out by WA and Zoom, and offline programs with face-to-face where the learning period is quite long and long. In these programs, there are eight more programs, namely studying regular Sharaf, learning regular nahwu, learning premium, learning premium, learning nahwu ajurrumiyyah, nahwu with the science of faith, rote memorization of summaries, and CAN lectures..

3. Delegating authority is carried out at the BISA Foundation by giving assignments to each teacher. The leadership of the BISA Foundation acts as a manager in assigning tasks according to their respective duties in writing in the organizational structure.

4. Set the number of employees/span of control.

Determination of the number of employees carried out at the BISA Foundation is based on the needs of the management structure of each program, for example, the number of musyrif/musyrifah needs in the BISA program is not the same as BINA in each class, depending on the needs adjusted to the number of participants.

5. The role of each individual in the BISA Foundation is as a teacher and organizing member at the BISA Foundation (Learning Islam and Arabic)
6. Specifies the type of organization

Husaini Uthman in Muhammad Rifa'i divided the organization based on the type of structure into several types, namely line, line and staff, functional, and committee/committee forms.¹⁷

In this BISA Foundation, a line-type organization is used. This line is generally used in small institutions that will be easily monitored. This type is the type of organization that connects superiors and subordinates, starting from the leadership of the Foundation with each position leader, and has a small number of members who are given full authority and responsibility for their respective fields of work..

7. Determine the organizational structure

In addition to paying attention to the stages/steps in the organization, what should also be considered in determining the organizational structure? Saefrudin stated that Structure is a formal system of working relations that divides and coordinates individual or group tasks to achieve goals¹⁸.

As a non-formal educational institution, of course, the BISA Foundation has an organizational structure in order to be able to determine the division of tasks and also to achieve more effective and efficient goals if done together. The organizational structure of the BISA Foundation is as follows:



Figure 1: Image of the Non BPH Structure of the BISA Foundation

¹⁷ Rifa'i, *Manajemen Organisasi Pendidikan*.

¹⁸ Saefrudin, "Pengorganisasian Dalam Manajemen".



Figure 2: Picture of the daily management body structure (BPH) of the BISA Foundation

Based on the above structure, it can be seen that the Head of the Daily Management Board (BPH) has the highest authority in the BISA Foundation. The Chairman of the Daily Management Board (BPH) acts as a manager at the BISA Foundation. He has the authority to form divisions under his leadership, for example, forming a division tasked with carrying out assigned tasks. Each subordinate field amounts to the class needs of each generation.

Distribution of Tasks in the Management of Organizing the BISA Foundation

One of the main tasks of a manager is the division of tasks. The division of tasks can be interpreted by giving rights or power/authority in an organizational institution. Managers or leaders of administrative institutions are the main executors who have full rights in dividing tasks in their corporate institutions. Managers are responsible for a person or member of the organization who organizes and plans certain activities. The division of functions carried out by managers is used to provide motivation and create good communication and assist managers in carrying out their primary tasks ¹⁹. So a manager performs division of tasks so that an organizational institution has a clear and directed structure and also the responsibilities assigned to each member are not divided.

The BISA Foundation already has a clear structure. The manager provides a written division of tasks as stated in the BISA Foundation management structure so that the position between subordinates and superiors can be seen. The Daily Management

¹⁹ Rahmawati, "Manajemen Pengorganisasian Program Kursus Bahasa Arab Di Pare Kediri".

Board (BPH) gives rights and authority to each field leader and is also given the number of members according to need. As said by one of the clerics of the BISA Foundation told that each section of the field is given members according to the needs of each class required; for example, the number of musyrif/ah needs in the BISA program is not the same as BINA in each category, depending on the needs adjusted to the number of participants.²⁰.

Daftar Jabatan dan Jobdesc di Yayasan BISA

NO	Jabatan	Jobdesc
1.	Leader/yayasan (Non-BPH)	<ul style="list-style-type: none"> • Representing the BISA Foundation in the external and internal spheres • Responsible for managing the institution
2.	Leader (BPH)	<ul style="list-style-type: none"> • Fully responsible for everything that happens in the Foundation • Coordinate with BPH of the BISA Foundation, the head of PEMS, the head of KULBIS, and the administrators of non-BPH Foundations (advisors, public relations, & infrastructure)
3.	Vice Chairman	<ul style="list-style-type: none"> • Organize and oversee the Advanced Program • Lead weekly meeting and review (Wednesday evening) • Coordinate with the Social Media Team • Remind chairman of weekly targets and unfinished work
4.	Secretary	<ul style="list-style-type: none"> • Organize and oversee the Beginner Nahwu & KEBAB Program • Manage the correspondence and peremail of the Foundation • Coordinate with the Design Team
5.	Treasurer	<ul style="list-style-type: none"> • Organize and oversee the Beginner Sharaf & SYAWARMA Program • Managing the CAN Foundation's cash

²⁰ Wawancara dengan salah satu pengajar di Yayasan BISA

		<ul style="list-style-type: none">• Communicating financial matters with KBA• Looking for product selling ideas
6.	Teacher	<ul style="list-style-type: none">• Teach according to each program• Evaluate each participant

Based on the table above, the division of tasks in each field of office is clear and in accordance with the Yayasan BISA structure. Each field has carried out its respective duties as stated in the BISA Foundation management structure.

CONCLUSION

The organizational management at the BISA (Learning Islam and Arabic) Foundation has been carried out well, such as the head of the institution (BPH) having a clear organizational structure and providing a written division of tasks according to what is stated in the Jobdesc design for each field. The leaders of each area are given certain rights and the number of members according to the needs of each program so that they can help with their duties. Thus, the organizational system at the BISA Foundation (Learning Islam and Arabic) has been neatly arranged. So an institution will succeed and run optimally with organizing management that has a clear structure and division of tasks.

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