



**Universitas Negeri Surabaya**  
**Faculty of Economics and Business**  
**Bachelor of Accounting Education Study Program**

**Document Code**

**SEMESTER LEARNING PLAN**

| Courses   | CODE         | Course Family | Credit Weight              | SEMESTER | Compilation Date          |
|---|--------------|---------------|----------------------------|----------|---------------------------|
| Introduction to Administration and Management Science | 8720903063   |               | T=3 P=0 ECTS=4.77          | 1        | July 18, 2024             |
| AUTHORIZATION   | SP Developer |               | Course Cluster Coordinator |          | Study Program Coordinator |
|   | .....        |               | .....                      |          | Rochmawati, S.Pd., M.Ak.  |

|  |   |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|--|---|-----|------|---|---|---|---|---|---|----|----|----|----|----|----|----|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| Learning model   | Case Studies  |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Program Learning Outcomes (PLO)  | PLO study program which is charged to the course  |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|  | Program Objectives (PO)   |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|  | PLO-PO Matrix   |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|  | <table border="1" style="margin: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">P.O</td> </tr> </table>   |     | P.O  |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|  | P.O   |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| Short Course Description   | PO Matrix at the end of each learning stage (Sub-PO)  |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|  | <table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 30px; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">9</td> <td style="width: 20px; text-align: center;">10</td> <td style="width: 20px; text-align: center;">11</td> <td style="width: 20px; text-align: center;">12</td> <td style="width: 20px; text-align: center;">13</td> <td style="width: 20px; text-align: center;">14</td> <td style="width: 20px; text-align: center;">15</td> <td style="width: 20px; text-align: center;">16</td> </tr> </table> | P.O | Week |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  | P.O   |     | Week |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| 1  |   | 2   | 3    | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| <p>This course discusses the basic concepts of administration, the position of administrative science, the relationship between administrative science and other sciences, the dimensions of administrative science, administrative behavior in organizations, management concepts, the development of management thinking, the planning function, the organizing function, the actuating function, supervisory function (controlling). Learning is carried out by implementing a collaborative approach</p> |   |     |      |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |

|            |   |
|------------|---|
| References | <p><b>Main :</b></p> <ol style="list-style-type: none"> <li>1. George R. Terry, Stephen G. Franklin. 2003. Principles of Management . India: AITBS.</li> <li>2. Ivancevich &amp; Matteson. 2002. Organizational Behavior and Management . New York: McGraw Hill Co.</li> <li>3. Laurance A. Manullang.</li> <li>3. Maman Ukas. 2006. Manajemen: Konsep, Prinsip, dan Aplikasi i . Bandung: Agnini.</li> <li>4. Stephen P. Robbins, Mary Coulter. 2002. Management . New York: Prentice Hall International Inc.</li> <li>5. Thomas S. Bateman &amp; Scott A. Snell. 2014. Management t. USA: McGraw Hill Education.</li> <li>6. Ulbert Silalahi. 2011 . Studi tentang Ilmu Administrasi . Bandung: Sinar Baru Algensindo.</li> </ol> <p><b>Supporters:</b></p> |
|------------|---|

|                     |   |
|---------------------|---|
| Supporting lecturer | SETIYO BUDIADI<br>Durinta Puspasari, S.Pd., M.Pd.<br>Brilliant Rosy, S.Pd., M.Pd. |
|---------------------|---|

| Week- | Final abilities of each learning stage (Sub-PO) | Evaluation |                 | Help Learning, Learning methods, Student Assignments, [ Estimated time] |                   | Learning materials [ References ] | Assessment Weight (%) |
|-------|---|------------|-----------------|---|-------------------|-----------------------------------|-----------------------|
|       |   | Indicator  | Criteria & Form | Offline ( offline )   | Online ( online ) |                                   |                       |
| (1)   | (2)   | (3)        | (4)             | (5)   | (6)               | (7)                               | (8)                   |

|   |  |  |   |   |  |  |    |
|---|--|--|---|---|--|--|----|
| 1 | Understand basic administration concepts   | <ol style="list-style-type: none"> <li>1.Explain the meaning of administration</li> <li>2.Explain the elements of administration</li> <li>3.Explain the importance of administrative studies</li> <li>4.Explain the development of administrative thought</li> </ol>   | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>3 X 50 |  |  | 0% |
| 2 | Able to analyze the position of administrative science                             | <ol style="list-style-type: none"> <li>1.Explain administration as an art</li> <li>2.Explain administration as a science</li> <li>3.Explain administration as a scientific discipline</li> <li>4.Explain administration as a profession</li> </ol>   | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>3 X 50 |  |  | 0% |
| 3 | Able to explain the relationship between administrative science and other sciences | <ol style="list-style-type: none"> <li>1.Explain the relationship between administration and political science</li> <li>2.Explain the relationship between administration and economics</li> <li>3.Explain the relationship between administration and psychology</li> <li>4.Explain the relationship between administration and sociology</li> <li>5.Explain the relationship between administration and anthropology</li> <li>6.Explain the relationship between administration and legal science</li> <li>7.Explain the relationship between administration and the exact sciences</li> </ol> | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Assignment to read<br>Lecture<br>Discussion<br>6 X 50 |  |  | 0% |
| 4 |  |  |   |   |  |  | 0% |
| 5 | Able to analyze the dimensions of administrative science                           | <ol style="list-style-type: none"> <li>1.Identify the scope of the administrative review</li> <li>2.Explains the perspective of the dimensions of administrative science</li> </ol>  | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>3 X 50 |  |  | 0% |

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| 6  | Able to analyze administrative behavior in organizations | <ol style="list-style-type: none"> <li>1.Explain the basic concepts of organization</li> <li>2.Identifying the existence of technology within the organization to assist administrative processes</li> <li>3.Explains the organization as a forum for administrative activities</li> <li>4.Explains organization as a process of social interaction</li> <li>5.Mention the types and styles of people in organizations</li> </ol>  | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>Questions and answers<br>6 X 50 |  |  | 0% |
| 7  |  |  |   |  |  |  | 0% |
| 8  | UTS  | UTS  | <b>Criteria:</b><br>UTS   | UTS<br>3 X 50  |  |  | 0% |
| 9  | Able to explain management concepts                      | <ol style="list-style-type: none"> <li>1.Explain the meaning of management</li> <li>2.Explain management concepts</li> <li>3.Identify the four functions of management</li> <li>4.Explain the management process</li> <li>5.Explain managerial levels</li> <li>6.Explain managerial skills</li> </ol>  | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>Questions and answers<br>3 X 50 |  |  | 0% |
| 10 | Able to analyze the development of management thinking   | <ol style="list-style-type: none"> <li>1.Explains the pre-classical approach to management theory</li> <li>2.Explaining the classical approach to management theory</li> <li>3.Explain the management theory approach</li> <li>4.Explain human relationships</li> <li>5.Explains quantitative approach management theory</li> <li>6.Explains the systems approach management theory</li> <li>7.Explain the management theory of the Contingency approach</li> <li>8.Explain the management theory of the TQM approach</li> </ol> | <b>Criteria:</b><br>If you can answer correctly you will get a score of 100 | Reading assignment<br>Lecture<br>Discussion<br>6 X 50                          |  |  | 0% |
| 11 |  |  |   |  |  |  | 0% |

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|----|--|---|---|---|--|----|
| 12 | Analyzing the planning function (planning)       | 1. Explain the meaning of planning<br>2. Describe the planning objectives (planning)<br>3. Classifying forms of planning (planning)<br>4. Describe the planning process   | <b>Criteria:</b><br>1.- For the essay test, if you answer correctly you will get a score of 100<br>2.- For the presentation assessment sheet you will get:<br>3.1. Score 4 if done very well<br>4.2. Score 3 if done well<br>5.3. Score 2 if done quite well<br>6.4. Score 1 if done poorly   | - Reading assignments<br>- Lectures - Discussions<br>3 X 50 |  | 0% |
| 13 | Analyzing the organizing function                | 1. Analyze the meaning of organizing (organizing)<br>2. Analyzing the organizing process<br>3. Analyze the concept of division of work<br>4. Analyze the concept of job grouping (departmentalization)<br>5. Analyze the concept of span of control<br>6. Analyze the concept of division of authority (delegation)<br>7. Analyze the concept of organizational structure | <b>Criteria:</b><br>1.- For the essay test, if you answer correctly you will get a score of 100<br>2.- For the presentation assessment sheet you will get:<br>3.1. Score 4 if done very well<br>4.2. Score 3 if done well<br>5.3. Score 2 if done sufficiently<br>6.4. Score 1 if done poorly | - Reading assignments<br>- Lectures - Discussions<br>3 X 50 |  | 0% |
| 14 | Analyzing the actuating function                 | 1. Analyze the meaning of actuating<br>2. Analyze the concept of motivation<br>3. Analyze communication concepts<br>4. Analyze the concept of leadership  | <b>Criteria:</b><br>1.- For the essay test, if you answer correctly you will get a score of 100<br>2.- For the presentation assessment sheet you will get:<br>3.1. Score 4 if done very well<br>4.2. Score 3 if done well<br>5.3. Score 2 if done quite well<br>6.4. Score 1 if done poorly   | - Reading assignments<br>- Lectures - Discussions<br>3 X 50 |  | 0% |
| 15 | Analyzing the supervisory (controlling) function | 1. Analyze the meaning of supervision (controlling)<br>2. Analyzing the supervisory (controlling) function<br>3. Analyzing the supervision (controlling) process<br>4. Analyzing forms of supervision (controlling)   | <b>Criteria:</b><br>1.- For the essay test, if you answer correctly you will get a score of 100<br>2.- For the presentation observation sheet you will get:<br>3.1. Score 4 if done very well<br>4.2. Score 3 if done well<br>5.3. Score 2 if done quite well<br>6.4. Score 1 if done poorly  | - Reading assignments<br>- Lectures - Discussions<br>3 X 50 |  | 0% |
| 16 | UAS  | UAS   | <b>Criteria:</b><br>UAS   | UAS<br>3 X 50   |  | 0% |

**Evaluation Percentage Recap: Case Study**

| No | Evaluation | Percentage |
|----|------------|------------|
|----|------------|------------|

#### Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.