



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

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																			
Introduction to Administration and Management Science	8721103045	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	1	July 18, 2024																																																																																			
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																				
	Durinda Puspasari, S.Pd., M.Pd		Novi Marlana, S.Pd., M.Si			Dr. Tri Sudarwanto, S.Pd., MSM.																																																																																				
Learning model	Project Based Learning																																																																																									
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																									
	PLO-4	Develop yourself continuously and collaborate.																																																																																								
	PLO-6	Able to apply the values, norms and professional ethics of Business educators																																																																																								
	PLO-7	Able to apply an entrepreneurial spirit in solving problems according to their field																																																																																								
	Program Objectives (PO)																																																																																									
	PO - 1	Able to internalize academic values, norms and ethics in carrying out duties as an employee, administrative staff																																																																																								
	PO - 2	Able to demonstrate a responsible attitude towards work in the field of administration and management independently and in groups for employees and administrative staff																																																																																								
	PO - 3	Able to apply and analyze administrative and management science concepts in office administration education programs for employees and administrative staff																																																																																								
	PLO-PO Matrix																																																																																									
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>P.O</th> <th>PLO-4</th> <th>PLO-6</th> <th colspan="4">PLO-7</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> </tr> </tbody> </table>						P.O	PLO-4	PLO-6	PLO-7				PO-1	✓						PO-2		✓	✓				PO-3					✓																																																								
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																										
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Short Course Description	This course contains a discussion of the basic concepts of administration and management and their implementation in the world of economics and Marketing Business education, especially as preparation for entering the world of work, namely as a Marketing Business teacher at vocational schools, and also as preparation for entrepreneurship. The lecture content discusses understanding the basic concepts of administration and management which include the concept of administration, the position of administration, the relationship between administration and other sciences, dimensions of administrative science, administrative behavior, management concepts, management development theory, planning function, organizing function, driving function, and supervisory functions. Learning is carried out through presentations, discussions and reflections through case study or problem based learning models.																																																																																									
References	Main :																																																																																									
	<ol style="list-style-type: none"> 1. Richard L.Daft. 2012. Era Baru Manajemen. Jakarta: Salemba Empat 2. Stephen P. Robbins, Mary Coulter.2002.Management. New York: Prentice Hall International Inc 3. Thomas S.Bateman& Scott A. Snell.2014. Management. USA: McGraw Hill Education 4. Ulbert Silalahi. 2011. Studi tentang Ilmu Administrasi. Bandung: Sinar Baru 																																																																																									
Supporters:																																																																																										

1. George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS
2. Ivancevich & Matteson. 2002. Organizational Behavior and Management. New York: McGraw Hill Co
3. Laurance A. Manullang. 2013. Teori Manajemen. Jakarta: Salemba Empat
4. Maman Ukas. 2006. Manajemen: Konsep, Prinsip, dan Aplikasi. Bandung: Agnini

Supporting lecturer

Novi Marlana, S.Pd., M.Si.
Novi Trisnawati, 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	Able to understand basic administration concepts	<ol style="list-style-type: none"> 1. Explain the meaning of administration 2. Mention the elements of administration 3. Examining the importance of administrative studies 4. Describes the development of administrative thought 	<p>Criteria: Assessment rubric</p>	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. PBL 4. Task-1: Identify the basic concepts of administration (3x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and Whatsapp group. 4. Task-1: Identify the basic concepts of administration (3x50') 		10%
2	Able to study the position of administrative science and the relationship between administrative science and other sciences	<ol style="list-style-type: none"> 1. Analyzing administration as an art 2. Analyzing administration as a science 3. Analyzing administration as a scientific discipline 4. Analyze administration as a profession 5.5. Analyze the relationship between administrative science and political science, economics, psychology, sociology, anthropology, law and other exact sciences 	<p>Criteria: Assessment rubric</p>	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. PBL 4. Assignment-2: Analyze the position of administrative science (9x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and Whatsapp group. 4. Task-2: Analyze the position of administrative science (9x50') 		10%
3	Able to study the position of administrative science and the relationship between administrative science and other sciences	<ol style="list-style-type: none"> 1. Analyzing administration as an art 2. Analyzing administration as a science 3. Analyzing administration as a scientific discipline 4. Analyze administration as a profession 5.5. Analyze the relationship between administrative science and political science, economics, psychology, sociology, anthropology, law and other exact sciences 	<p>Criteria: Assessment rubric</p>	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. PBL 4. Assignment-3: Analyze the relationship between administrative science and other sciences (9x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and Whatsapp group. 4. Task-3: Analyze the relationship between administrative science and other sciences (9x50') 		10%

4	Able to study the position of administrative science and the relationship between administrative science and other sciences	<ol style="list-style-type: none"> Analyzing administration as an art Analyzing administration as a science Analyzing administration as a scientific discipline Analyze administration as a profession Analyze the relationship between administrative science and political science, economics, psychology, sociology, anthropology, law and other exact sciences 	Criteria: Assessment rubric	Lecture: <ol style="list-style-type: none"> Lecture Discussion PBL Assignment-3: Analyze the relationship between administrative science and other sciences (9x50') 	Elearning: <ol style="list-style-type: none"> Learning Model: Direct Learning, PBL Method: Lecture, Discussion, Presentation Media: Google classroom and Whatsapp group. Task-3: Analyze the relationship between administrative science and other sciences (9x50') 		10%
5	Able to analyze the dimensions of administrative science	<ol style="list-style-type: none"> Classifying the scope of administrative studies Examining the perspective of the dimensions of administrative science 	Criteria: Assessment rubric	Lecture: <ol style="list-style-type: none"> Lecture Discussion PBL Assignment-4: Analyze the position of administrative science (3x50') 	Elearning: <ol style="list-style-type: none"> Learning Model: Direct Learning, PBL Method: Lecture, Discussion, Presentation Media: Google classroom and Whatsapp group. Task-4: Analyze the position of administrative science (3x50') 		10%
6	Able to analyze administrative behavior in organizations	<ol style="list-style-type: none"> Describe the basic concepts of organization Examining the existence of technology in the organization to assist administrative processes Analyzing organizations as a forum for administrative activities Examining organizations as a process of social interaction Analyze human types and styles in organizations 	Criteria: Assessment rubric	Lecture: <ol style="list-style-type: none"> Lecture Discussion PBL Assignment-5: Analyze administrative behavior in organizations (6x50') 	Elearning: <ol style="list-style-type: none"> Learning Model: Direct Learning, PBL Method: Lecture, Discussion, Presentation Media: Google classroom and WhatsApp group Task-5: Analyze administrative behavior in organizations (6x50') 		0%
7	Able to analyze administrative behavior in organizations	<ol style="list-style-type: none"> Describe the basic concepts of organization Examining the existence of technology in the organization to assist administrative processes Analyzing organizations as a forum for administrative activities Examining organizations as a process of social interaction Analyze human types and styles in organizations 	Criteria: Assessment rubric	Lecture: <ol style="list-style-type: none"> Lecture Discussion PBL Assignment-5: Analyze administrative behavior in organizations (6x50') 	Elearning: <ol style="list-style-type: none"> Learning Model: Direct Learning, PBL Method: Lecture, Discussion, Presentation Media: Google classroom and WhatsApp group Task-5: Analyze administrative behavior in organizations (6x50') 		0%
8							0%

9	Able to explain management concepts	<ol style="list-style-type: none"> 1.Explain the meaning of management 2.Examining management concepts 3.Analyze management processes 4.Mention managerial levels 5.Analyze managerial skills 	Criteria: Assessment rubric	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. Case study 4. Task-6: Identify management concepts (3x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, case study 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-6: Identify management concepts (3x50') 		10%
10	Able to study the development of management thinking	<ol style="list-style-type: none"> 1. Describe the management theory of pre-classical, classical, human relations, quantitative, system, contingency, TQM approaches 	Criteria: Assessment rubric	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. Case study 4. Task-7: Analyze the development of management thinking (6x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1, Learning Model: Direct Learning, case study 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-7: Analyze the development of management thinking (6x50') 		10%
11	Able to study the development of management thinking	<ol style="list-style-type: none"> 1. Describe the management theory of pre-classical, classical, human relations, quantitative, system, contingency, TQM approaches 	Criteria: Assessment rubric	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. Case study 4. Task-7: Analyze the development of management thinking (6x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1, Learning Model: Direct Learning, case study 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-7: Analyze the development of management thinking (6x50') 		10%
12	Able to review management functions (Planning)	<ol style="list-style-type: none"> 1.Describe the planning objectives 2.Classifying forms of planning (planning) 3.Analyzing the planning process (planning) 	Criteria: Assessment rubric	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. PBL 4. Task-8: Analyze the planning function (3x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-8: Analyze the planning function (3x50') 		10%
13	Able to review management functions (Organizing)	<ol style="list-style-type: none"> 1.Explain the meaning of organizing 2.Describes the organizing process 3.Explaining the concept of division of work 4.Explaining the Concept of Job Grouping (departmentalization) 5.Explain the concept of span of control 6.Explain the concept of division of authority 7.Explain the concept of organizational structure 	Criteria: Assessment rubric	<p>Lecture:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion 3. PBL 4. Task-9: Perform Organizing functions (3x50') 	<p>Elearning:</p> <ol style="list-style-type: none"> 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-9: Perform Organizing function (3x50') 		10%

14		1.Explain the meaning of locomotion 2.Explain the concept of motivation 3.Explain the concept of communication 4.Explain the concept of leadership	Criteria: Assessment rubric	Lecture: 1. Lecture 2. Discussion 3. PBL 4. Assignment-10: Performing the Mobilization function (3x50')	Elearning: 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and Whatsapp group 4. Task-10: Carry out the Mobilization function (3x50')		10%
15	Able to review management functions (Supervision/Controlling)	1.Explain the meaning of Supervision 2.Describe the supervisory function 3.Describes the monitoring process 4.Compare forms of supervision	Criteria: Assessment rubric	Lecture: 1. Lecture 2. Discussion 3. PBL 4. Assignment-11: Perform Supervisory functions (3x50')	Elearning: 1. Learning Model: Direct Learning, PBL 2. Method: Lecture, Discussion, Presentation 3. Media: Google classroom and WhatsApp group 4. Task-11: Perform Supervision function (3x50')		10%
16							0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
		0%

Notes

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.