SEMESTER LEARNING PLAN

Courses		CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Introduction to Management		6120903008	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	2	July 17, 2024
AUTHORIZATION		**SP Developer**		**Course Cluster Coordinator**			**Study Program Coordinator**	
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Learning model	**Case Studies**

Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**	
	Program Objectives (PO)	
	PO - 1	explain management theories accurately explain management theories accurately
	PO - 2	Students are able to show the relationship between the roles and functions of management in the organization appropriately
	PO - 3	. Students are able to show intelligent, independent and honest character in introductory management learning activities. Students are able to show smart, independent, and honest characters in introductory management learning activities
	PLO-PO Matrix	

P.O
PO-1
PO-2
PO-3

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PO-1																
PO-2																
PO-3																

Short Course Description	This course examines the basic concepts of management related to a general overview of management. Development of management theory, external organizational environment, management and decision-making functions, organizing and organizational change functions, motivation, leadership and communication as well as supervisory functions and information systems. The learning methods used are varied lectures, discussions and observations. This course examines the basic concepts of management related to an overview of management. The development of management theory, the external environment of the organization, the function of management and decision making, the function of organizing and organizational change, motivation, leadership and communication as well as the function of supervision and information systems. The learning method used is a variety of lectures, discussions and observations.

References	**Main :**	
	1. Amirullah. 2015. Pengantar Manajemen. Jakarta: Mitra Wacana Media. 2. Ridhotullah, Suubekti dan Juhar Muhammad. 2015. Pengantar Manajemen. Jakarta: Prestasi Pustaka Jakarta. 3. David R. Anderson, Dennis J. Sweeney, et al. 2018. An Introduction to Management Science: Quantitative Approach 15th Edition. Cengage Learning 4. Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management . Pearson UK.	
	Supporters:	

Supporting lecturer	Dr. Ratih Amelia, S.E., M.M. Hujjatullah Fazlurrahman, S.E., MBA. Ahmad Kurniawan, S.M., M.B.A. Fresha Kharisma, S.E., M.SM.

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	Students can explain the meaning of management Students can explain the meaning of management.	Explain: - Definition of management - Why management is needed - Management as a science and art	**Criteria:** discussions and presentations **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test technique: Examples of management levels, tasks and must-have skills Non-test technique: Examples of management levels, tasks and must-have skills 3 X 50		**Material:** aaaaa **References:** *David R. Anderson, Dennis J. Sweeney, et al. 2018. An Introduction to Management Science: Quantitative Approach 15th Edition. Cengage Learning*	5%
2	development of management theory development of management theory	2.1. Explain: - Why study management theory. - Management theory. Classical -OR organizational behavior and management. - Development of management theory 2.1. Explain: -Why study management theory. -Classic management theory - Organizational behavior -OR and management. - Development of management theory	**Criteria:** Power point on the development of management theories. Non-test technique: Power point on the development of management theories **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test technique: Power point on the development of management theories Non-test technique: Power point on the development of management theories 3 X 50		**Material:** management development theory **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%
3	Students can understand the business environment Students can understand the business environment	1.1. Explain: - External factors that directly influence - External factors that indirectly influence -Total-organizational environmental theory - Managing the environment 1.2. Explain: -Social responsibility - Ethical changes -Ethical tools 6.1. Explain : - External factors that directly affect -External factors that do not directly Influence - Environmental theory.total-organization - Manage the environment 6.2. Explain : -Social responsibility - Change in ethics -Ethical tools	**Criteria:** Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test technique: Examples of environmental types and examples of programs, CSR and business ethics Non-test technique: Examples of environmental types and examples of CSR and business ethics programs 3 X 50		**Material:** business environment, internal and external factors **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	10%

4	Students can explain the globalization of business and the international environment. Students can explain the globalization of business and the international environment	4.1. Explains: - Globalization of business -Likng. International dimension ext. 4.2. Explain: - Understanding entrepreneurship -Importance of entrepreneurship 4.1. Explain: - Globalization of business - External environment international dimension 4.2. Explain: - Understanding entrepreneurship -The importance of entrepreneurship	**Criteria:** Characteristics and business posters—entrepreneurial venture Techniques: Characteristics and business posters entrepreneurial venture **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Characteristics and business posters entrepreneurial ventures Techniques: Characteristics and business posters entrepreneurial ventures 3 X 50		**Material:** business globalization **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%
5	Explain the meaning of planning, planning function, planning process, factors Explain the meaning of planning, planning function, planning process, factors	5.1. Explain: - Overview of planning -Formal planning process -Development of strategy concepts -Levels of strategy 5.1. Explain: - Planning overview -Formal planning process -Development of the concept of strategy -strategy level	**Criteria:** summary of course material Summary of course material **Form of Assessment** : Test	Non-Test Technique Summary of course material Non-Test Technique Summary of course material 3 X 50		**Material:** planning function and planning process **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	10%
6	Students can understand how to make effective decisions Students can understand how to make effective decisions	6.1. Explains: - Searching for problems & opportunities - Rational model of decision making - Developing the effectiveness of decision making and problem solving 7.1. Explain: - Management science approach - Management science process - Forecasting - Scheduling - Linear programming 6.1. Explain: - Problem & opportunity search -Rational model of decision making -Development of effective decision making and problem solving 7.1. Explain: - Management science approach - Process management science - Forecasting - Scheduling - Linear programming	**Criteria:** Summary of Non-Test Technique Summary lecture material **Form of Assessment** : Test	Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Non-Test Technique Summary of course material Non-Test Technique Summary of course material Technique: 3 X 50		**Material:** decision making **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	10%

7	Students can understand how to make effective decisions Students can understand how to make effective decisions	6.1. Explains: - Searching for problems & opportunities - Rational model of decision making - Developing the effectiveness of decision making and problem solving 7.1. Explain: - Management science approach - Management science process - Forecasting - Scheduling - Linear programming 6.1. Explain: - Problem & opportunity search -Rational model of decision making -Development of effective decision making and problem solving 7.1. Explain: - Management science approach - Process management science - Forecasting - Scheduling - Linear programming	**Criteria:** Summary of Non-Test Technique Summary lecture material **Form of Assessment** : Test	Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Non-Test Technique Summary of course material Non-Test Technique Summary of course material Technique: 3 X 50		**Material:** management science approach, management science, forecasting, scheduling **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	10%
8	Midterm Evaluation/Midterm ExamMidterm Exam	Midterm Midterm Exam evaluation assessment	**Criteria:** Midterm Evaluation/Midterm ExamMidterm Exam **Form of Assessment** : Test	offline 3 X 50			0%
9	Students can understand the formulation of the organization Students can understand the formulation of the organization	9.1. Explain: - Organizational structure - Organizational coordination - Organizational design 9.2. Explain: - Authority and power in the organization - Authority of line and staff - Delegation - Design task descriptions - Decentralization 9.1. Explain: - Organizational structure - Organizational coordination - Organizational design 9.2. Explain : - Authority and power in the organization - Line and staff authority - Delegation - Design job descriptions - Decentralization	**Criteria:** Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test techniques Examples of organizational structures Non-test techniques Examples of organizational structures 3 X 50		**Material:** organizational structure, organizational coordination **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%

10	Students can understand human resource management. Students can understand human resource management	10.1. Explains: - HR planning - Recruitment - Selection - Orientation and socialization - Training and development - Performance assessment - Promotion, transfer and transfer -HR management and strategy 10.1. Explain : - HR Planning - Recruitment - Selection - Orientation and socialization - Training and development - Performance assessment - Promotions, transfers, and mutations -HR management and strategy	**Form of Assessment** : Test	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test technique Summary of course material Non-test technique Summary of course material 3 X 50		**Material:** HR planning, recruitment, selection and orientation **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%
11	Students are able to understand organizational change Students are able to understand organizational change	11.1. Explain: - Why organizational change is needed -Change process models - Types of change planning - Organizational development - Managing creativity and innovation 11.1. Explain : -Why change org.is needed -Model change process -Type of planning change -Organizational development - Managing creativity and innovation	**Criteria:** Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-test technique Examples of transformations that the company has carried out Non-test technique Examples of transformations that the company has carried out 3 X 50		**Material:** organizational change needed **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%
12	Formulate implementation / leading company Formulate implementation / leading company	12.1. Explain: - Motivation theory - Motivational process theory - Reinforcement theory - Motivational systems in organizations 12.1. Explain: - Theory of motivation - Process theory of motivation - Theory of reinforcement - The motivation system in the organization	**Criteria:** Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Non-Test Technique Summary of course material Non-Test Technique Summary of course material 3 X 50		**Material:** motivation theory **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	5%

13	Students understand leadership Students understand leadership	13.1. Explain: - Definition of leadership - Behavioral approach to leadership - Contingency approach to leadership - Leadership theory 13.2. Explain: -Types of groups - Characteristics of groups - Solving problems in groups -Making groups effective 13.1. Explain: - Definition of leadership - Approach to leadership behavior - Leadership contingency approach - Leadership theory 13.2. Explain: -Group types -Group characteristics - Troubleshooting in groups -Make groups effective	**Criteria:** Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Examples of leaders and types of work by team Technique: Examples of leaders and types of work by team 3 X 50		**Material:** leadership behavior, leadership theory **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.*	10%
14	Students can understand communication Students can understand communication	14.1. Explain: - The importance of communication - Interpersonal communication - Barriers to interpersonal communication - Communication in organizations -Negotiation in managing conflict 14.2. Explain: - Expectations versus reality - Career dilemma -Managing career 14.1. Explain: -The importance of communication - Interpersonal communication - Barriers to interpersonal communication - Communication within the organization - Negotiation in managing conflict 14.2. Explain: -Hope versus reality - Career dilemma -Manage career	**Criteria:** 1. Power point Non-test technique: Power point 2. Power point Non-test technique: Power point **Form of Assessment** : Participatory Activities	Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Summary of course material Technique: Summary of course material 3 X 50		**Material:** interpersonal communication **Reader:** *Amirullah. 2015. Introduction to Management. Jakarta: Mitra Discourse Media.*	10%

| 15 | Students are able to understand the control or supervision of the company. Students are able to understand the control or supervision of the company | 15.1. Explain: - Definition of control - Types of control methods - Design of control systems - Financial control - Budget control methods - Types of budgets - Auditing 15.2. Explain: - Production and service organization operations - The importance of operations management - Operational system design - Operational planning and control decisions - Quality control 15.3. Explains: - Information and control - Information system management - CB MIS design 15.1. Explain: - Definition of control -Types of control methods -Design of control system - Financial control -Budget control method -Types of budgets - Auditing 15.2. Explain: - Operations of production and service organization - The importance of operations management - Operating system design - Operational planning and control decisions -Quality control 15.3. Explain: - Information and control - Information system management - Ex CB Design | **Criteria:** Summary of Non-Test Technique Summary lecture material

 Form of Assessment : Test | Criteria: Holistic Rubric Criteria: Holistic Rubric Technique: Summary of course material Technique: Summary of course material 3 X 50 | | **Material:** Definition of control, Types of control methods, Control system design, Financial control, Budget control methods **References:** *Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management. Pearson UK.* | 5% |
| 16 | Final Semester Evaluation / Final Semester Examination Final Semester Examination | | **Criteria:** Final Semester Evaluation / Final Semester Examination Final Semester Examination

 Form of Assessment : Test | offline Final Semester Evaluation / Final Semester Examination Final Semester Examination 3 X 50 | | | 0% |

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	60%
2.	Test	40%
		100%

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.