



**Universitas Negeri Surabaya**  
**Faculty of Economics and Business,**  
**Bachelor of Science in Office Administration Education Study Program**

Document Code

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																																																																																																
Introduction to Administration and Management Science	8721003061	Compulsory Study Program Subjects	T=3 P=0 ECTS=4.77	1	May 3, 2023																																																																																																																
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>	<b>Study Program Coordinator</b>																																																																																																																	
	Durinda Puspasari, S.Pd., M.Pd		Dr. Siti Sri Wulandari, S.Pd., M.Pd	Brilliant Rosy, S.Pd., M.Pd.																																																																																																																	
<b>Learning model</b>	Case Studies																																																																																																																				
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>																																																																																																																				
	<b>Program Objectives (PO)</b>																																																																																																																				
	<b>PO - 1</b>	Able to internalize academic values, norms and ethics in carrying out duties as an employee, administrative staff																																																																																																																			
	<b>PO - 2</b>	Able to demonstrate a responsible attitude towards work in the field of administration and management independently and in groups for employees and administrative staff																																																																																																																			
	<b>PO - 3</b>	Able to apply and analyze administrative and management science concepts in office administration education programs for employees and administrative staff																																																																																																																			
	<b>PO - 4</b>	Able to make appropriate decisions in resolving problems in the field of administration and management for employees and administrative staff																																																																																																																			
	<b>PLO-PO Matrix</b>																																																																																																																				
		<table border="1" style="margin-left: 20px;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> </table>				P.O	PO-1	PO-2	PO-3	PO-4																																																																																																											
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<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																																																																					
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<b>Short Course Description</b>	In studying this course students are able to explain the concept of administration, analyze the position of administration, analyze the relationship between administration and other sciences, analyze the dimensions of administrative science, analyze administrative behavior, explain management concepts, study the evolutionary theory of management development, analyze the planning function, analyze the organizing function, analyzing the driving function, and analyzing the monitoring function.																																																																																																																				
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<b>Supporting lecturer</b>	Durinda Puspasari, S.Pd., M.Pd. Durinta Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd. 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	1.1. Explain the meaning of administration 2.2. Mention the elements of administration 3.3. Examining the importance of administrative studies 4.4. Describe the development of administrative thinking	<b>Criteria:</b> For the essay test if you can answer correctly you will get a score of 100 / For the essay test if you can answer correctly you will get a score of 100  <b>Form of Assessment :</b> Participatory Activities	1. Lecture 2. Discussion 3. Questions and Answers 3 X 50	1. Lecture 2. Discussion 3. Questions and Answers 3 X 50	<b>Material:</b> 1. Definition of administration, 2. Elements of administration, <b>Reference:</b> <i>Richard L. Daft. 2012. New Era of Management. Jakarta: Salemba Empat</i>  <b>Material:</b> 3. Study of the importance of administration, 4. Development of administrative thought <b>Library:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i>	0%
2	Able to study the position of administrative science and the relationship between administrative science and other sciences	1.1. Analyze administration as an art 2.2. Analyze administration as a science 3.3. Analyze administration as a scientific discipline 4.4. 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	<b>Criteria:</b> 1.Non Test: 1. Analyze the position of administrative science 2.Non-Test: 2. Analyze the relationship between administrative science and other sciences 3.Non-Test :3. Discuss the results of the analysis of the position of administrative science 4.Non-Test: 4. Discuss the results of the analysis of the relationship between administrative science and other sciences  <b>Form of Assessment :</b> Participatory Activities	1. Lecture 2. Discussion 3. Case study 3 X 50	1. Lecture 2. Discussion 3. Case study 3 X 50	<b>Material:</b> 1. Administration as an art 2. Administration as a science 3. Administration as a scientific discipline 4. Administration as a profession 5. Relationship between administrative science and political science <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i>  <b>Material:</b> 6. The relationship between administrative science and economics 7. The relationship between administrative science and psychology 8. The relationship between administrative science and sociology 9. The relationship between administrative science and anthropology 10. The relationship between administrative science and legal science 11. The relationship between administrative science and other sciences. exact sciences <b>Bibliography:</b> <i>Ivancevich &amp; Matteson. 2002. Organizational Behavior and Management. New York: McGraw Hill Co</i>	3%

3	Able to study the position of administrative science and the relationship between administrative science and other sciences	1.1. Analyze administration as an art 2.2. Analyze administration as a science 3.3. Analyze administration as a scientific discipline 4.4. 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	<b>Criteria:</b> 1.Non Test: 1. Analyze the position of administrative science 2.Non-Test: 2. Analyze the relationship between administrative science and other sciences 3.Non-Test :3. Discuss the results of the analysis of the position of administrative science 4.Non-Test: 4. Discuss the results of the analysis of the relationship between administrative science and other sciences  <b>Form of Assessment :</b> Participatory Activities, Practice/Performance	1. Lecture 2. Discussion 3. Case study 3 X 50	1. Lecture 2. Discussion 3. Case study 3 X 50	<b>Material:</b> 1. Administration as an art 2. Administration as a science 3. Administration as a scientific discipline 4. Administration as a profession 5. Relationship between administrative science and political science <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i>  <b>Material:</b> 6. The relationship between administrative science and economics 7. The relationship between administrative science and psychology 8. The relationship between administrative science and sociology 9. The relationship between administrative science and anthropology 10. The relationship between administrative science and legal science 11. The relationship between administrative science and other sciences. exact sciences <b>Bibliography:</b> <i>Ivancevich&amp; Matteson.2002. Organizational Behavior and Management. New York: McGraw Hill Co</i>	3%
4	Able to study the position of administrative science and the relationship between administrative science and other sciences	1.1. Analyze administration as an art 2.2. Analyze administration as a science 3.3. Analyze administration as a scientific discipline 4.4. 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	<b>Criteria:</b> 1.Non Test: 1. Analyze the position of administrative science 2.Non-Test: 2. Analyze the relationship between administrative science and other sciences 3.Non-Test :3. Discuss the results of the analysis of the position of administrative science 4.Non-Test: 4. Discuss the results of the analysis of the relationship between administrative science and other sciences  <b>Form of Assessment :</b> Participatory Activities, Practice/Performance	1. Lecture 2. Discussion 3. Case study 3 X 50	1. Lecture 2. Discussion 3. Case study 3 X 50	<b>Material:</b> 1. Administration as an art 2. Administration as a science 3. Administration as a scientific discipline 4. Administration as a profession 5. Relationship between administrative science and political science <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i>  <b>Material:</b> 6. The relationship between administrative science and economics 7. The relationship between administrative science and psychology 8. The relationship between administrative science and sociology 9. The relationship between administrative science and anthropology 10. The relationship between administrative science and legal science 11. The relationship between administrative science and other sciences. exact sciences <b>Bibliography:</b> <i>Ivancevich&amp; Matteson.2002. Organizational Behavior and Management. New York: McGraw Hill Co</i>	3%

5	Able to analyze the dimensions of administrative science and administrative behavior in organizations	<p>1.1. Classify the scope of administrative studies</p> <p>2.2. Examining the perspective of the dimensions of administrative science</p> <p>3.3. Describe the basic concepts of organization</p> <p>4.4. Assess the existence of technology in the organization to assist administrative processes</p> <p>5.5. Analyze the organization as a forum for administrative activities</p> <p>6.6. Examining organizations as a process of social interaction</p> <p>7.7. Analyze human types and styles in organizations</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyzing the dimensions of administrative science</p> <p>2.Non-Test:2. Discuss the dimensions of administrative science</p> <p>3.Non-Test:3. Analyzing administrative behavior in organizations</p> <p>4.Non-Test:4. Discuss administrative behavior in organizations</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p><b>Material:</b> 1. Scope of administrative studies 2. Dimensions of administrative science 3. Basic concepts of organizations, 4. The existence of technology in organizations to assist administrative processes, 5. Organizations as a forum for administrative activities, <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i></p> <hr/> <p><b>Material:</b> 6. Organization as a process of social interaction, 7. Types and styles of people in organizations <b>Reference:</b> <i>Ivancevich &amp; Matteson.2002. Organizational Behavior and Management. New York: McGraw Hill Co</i></p>	3%
6	Able to analyze the dimensions of administrative science and administrative behavior in organizations	<p>1.1. Classify the scope of administrative studies</p> <p>2.2. Examining the perspective of the dimensions of administrative science</p> <p>3.3. Describe the basic concepts of organization</p> <p>4.4. Assess the existence of technology in the organization to assist administrative processes</p> <p>5.5. Analyze the organization as a forum for administrative activities</p> <p>6.6. Examining organizations as a process of social interaction</p> <p>7.7. Analyze human types and styles in organizations</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyzing the dimensions of administrative science</p> <p>2.Non-Test:2. Discuss the dimensions of administrative science</p> <p>3.Non-Test:3. Analyzing administrative behavior in organizations</p> <p>4.Non-Test:4. Discuss administrative behavior in organizations</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p><b>Material:</b> 1. Scope of administrative studies 2. Dimensions of administrative science 3. Basic concepts of organizations, 4. The existence of technology in organizations to assist administrative processes, 5. Organizations as a forum for administrative activities, <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i></p> <hr/> <p><b>Material:</b> 6. Organization as a process of social interaction, 7. Types and styles of people in organizations <b>Reference:</b> <i>Ivancevich &amp; Matteson.2002. Organizational Behavior and Management. New York: McGraw Hill Co</i></p>	3%
7	Able to analyze the dimensions of administrative science and administrative behavior in organizations	<p>1.1. Classify the scope of administrative studies</p> <p>2.2. Examining the perspective of the dimensions of administrative science</p> <p>3.3. Describe the basic concepts of organization</p> <p>4.4. Assess the existence of technology in the organization to assist administrative processes</p> <p>5.5. Analyze the organization as a forum for administrative activities</p> <p>6.6. Examining organizations as a process of social interaction</p> <p>7.7. Analyze human types and styles in organizations</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyzing the dimensions of administrative science</p> <p>2.Non-Test:2. Discuss the dimensions of administrative science</p> <p>3.Non-Test:3. Analyzing administrative behavior in organizations</p> <p>4.Non-Test:4. Discuss administrative behavior in organizations</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p><b>Material:</b> 1. Scope of administrative studies 2. Dimensions of administrative science 3. Basic concepts of organizations, 4. The existence of technology in organizations to assist administrative processes, 5. Organizations as a forum for administrative activities, <b>Reference:</b> <i>Ulbert Silalahi. 2011. Studies on Administrative Science. Bandung: New Rays</i></p> <hr/> <p><b>Material:</b> 6. Organization as a process of social interaction, 7. Types and styles of people in organizations <b>Reference:</b> <i>Ivancevich &amp; Matteson.2002. Organizational Behavior and Management. New York: McGraw Hill Co</i></p>	7%
8	Midterm Exam (UTS)	Midterm Exam (UTS)	<p><b>Criteria:</b> Midterm Exam (UTS)</p> <p><b>Form of Assessment :</b> Test</p>	Midterm Exam (UTS) 3 X 50	Midterm Exam (UTS)	<p><b>Material:</b> - <b>Library:</b></p>	20%

9	Able to explain management concepts	<p>1.1. Explain the meaning of management</p> <p>2.2. Review management concepts</p> <p>3.3. Describe the four functions of management</p> <p>4.4. Describe the management process</p> <p>5.5. Mention managerial levels</p> <p>6.6. Mention managerial skills</p>	<p><b>Criteria:</b></p> <p>1.Non Test: 1. Discuss the basic concepts and functions of management</p> <p>2.Non-Test:2. Identify managerial skills</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Questions and Answers 3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Questions and Answers 3 X 50</p>	<p><b>Material:</b> 1. Definition of management 2. Concept of management, <b>Reference:</b> <i>Richard L Daft. 2012. New Era of Management. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 3. Management process 4. Managerial levels <b>References:</b> <i>Stephen P. Robbins, Mary Coulter.2002.Management. New York: Prentice Hall International Inc</i></p> <hr/> <p><b>Material:</b> 5. Managerial skills <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p>	3%
10	Able to study the development of management thinking and management functions	<p>1. Describe the management theory of pre-classical, classical, human relations, quantitative, system, contingency, TQM approaches</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyze the development of management thinking</p> <p>2.Non-Test:2. Discuss the results of the analysis of the development of management thinking</p> <p>3.Non-Test:3. Analyze the planning function</p> <p>4.Non-Test:4. Discuss the results of the planning function analysis</p> <p>5.Non-Test:5. Analyzing the Organizing function</p> <p>6.Non-Test:6. Discuss the results of the analysis of the Organizing function</p> <p>7.Non-Test:7. Analyze the Drive function</p> <p>8.Non-Test:8. Discuss the results of the Activation function analysis</p> <p>9.Non-Test:9. Analyze the Supervision function</p> <p>10.Non-Test:10. Discuss the results of the Supervision function analysis</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study 3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study 3 X 50</p>	<p><b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i></p> <hr/> <p><b>Material:</b> 6. TQM approach 7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang.2013. Management Theory. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p> <hr/> <p><b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas.2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i></p>	3%

11	Able to study the development of management thinking and management functions	<p>1.2. Explain the meaning of planning</p> <p>2.3. Describe the planning objectives</p> <p>3.4. Classify forms of planning (planning)</p> <p>4.5. Describe the planning process</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyze the development of management thinking</p> <p>2.Non-Test:2. Discuss the results of the analysis of the development of management thinking</p> <p>3.Non-Test:3. Analyze the planning function</p> <p>4.Non-Test:4. Discuss the results of the planning function analysis</p> <p>5.Non-Test:5. Analyzing the Organizing function</p> <p>6.Non-Test:6. Discuss the results of the analysis of the Organizing function</p> <p>7.Non-Test:7. Analyze the Drive function</p> <p>8.Non-Test:8. Discuss the results of the Activation function analysis</p> <p>9.Non-Test:9. Analyze the Supervision function</p> <p>10.Non-Test:10. Discuss the results of the Supervision function analysis</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p><b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i></p> <hr/> <p><b>Material:</b> 6. TQM approach</p> <p>7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang, 2013. Management Theory. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p> <hr/> <p><b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas. 2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i></p>	5%
12	Able to study the development of management thinking and management functions	<p>1.6. Explain the meaning of organizing</p> <p>2.7. Describe the organizing process</p> <p>3.8. Describe the concept of division of work</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyze the development of management thinking</p> <p>2.Non-Test:2. Discuss the results of the analysis of the development of management thinking</p> <p>3.Non-Test:3. Analyze the planning function</p> <p>4.Non-Test:4. Discuss the results of the planning function analysis</p> <p>5.Non-Test:5. Analyzing the Organizing function</p> <p>6.Non-Test:6. Discuss the results of the analysis of the Organizing function</p> <p>7.Non-Test:7. Analyze the Drive function</p> <p>8.Non-Test:8. Discuss the results of the Activation function analysis</p> <p>9.Non-Test:9. Analyze the Supervision function</p> <p>10.Non-Test:10. Discuss the results of the Supervision function analysis</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p>1. Lecture</p> <p>2. Discussion</p> <p>3. Case study</p> <p>3 X 50</p>	<p><b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i></p> <hr/> <p><b>Material:</b> 6. TQM approach</p> <p>7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang, 2013. Management Theory. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p> <hr/> <p><b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas. 2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i></p>	5%

13	Able to study the development of management thinking and management functions	<p>1.9. Describe the concept of job grouping (departmentalization)</p> <p>2.10. Explain the concept of span of control</p> <p>3.11. Explain the concept of division of authority</p> <p>4.12. Explain the concept of organizational structure</p> <p>5.13. Explain the meaning of locomotion</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyze the development of management thinking</p> <p>2.Non-Test:2. Discuss the results of the analysis of the development of management thinking</p> <p>3.Non-Test:3. Analyze the planning function</p> <p>4.Non-Test:4. Discuss the results of the planning function analysis</p> <p>5.Non-Test:5. Analyzing the Organizing function</p> <p>6.Non-Test:6. Discuss the results of the analysis of the Organizing function</p> <p>7.Non-Test:7. Analyze the Drive function</p> <p>8.Non-Test:8. Discuss the results of the Activation function analysis</p> <p>9.Non-Test:9. Analyze the Supervision function</p> <p>10.Non-Test:10. Discuss the results of the Supervision function analysis</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture 2. Discussion 3. Case study 3 X 50</p>	<p>1. Lecture 2. Discussion 3. Case study 3 X 50</p>	<p><b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i></p> <hr/> <p><b>Material:</b> 6. TQM approach 7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang, 2013. Management Theory. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p> <hr/> <p><b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas. 2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i></p>	5%
14	Able to study the development of management thinking and management functions	<p>1.14. Explain the concept of motivation</p> <p>2.15. Explain the concept of communication</p> <p>3.16. Explain the concept of leadership</p> <p>4.17. Explain the meaning of Supervision</p> <p>5.18. Describe the supervisory function</p>	<p><b>Criteria:</b></p> <p>1.Non-Test:1. Analyze the development of management thinking</p> <p>2.Non-Test:2. Discuss the results of the analysis of the development of management thinking</p> <p>3.Non-Test:3. Analyze the planning function</p> <p>4.Non-Test:4. Discuss the results of the planning function analysis</p> <p>5.Non-Test:5. Analyzing the Organizing function</p> <p>6.Non-Test:6. Discuss the results of the analysis of the Organizing function</p> <p>7.Non-Test:7. Analyze the Drive function</p> <p>8.Non-Test:8. Discuss the results of the Activation function analysis</p> <p>9.Non-Test:9. Analyze the Supervision function</p> <p>10.Non-Test:10. Discuss the results of the Supervision function analysis</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<p>1. Lecture 2. Discussion 3. Case study 3 X 50</p>	<p>1. Lecture 2. Discussion 3. Case study 3 X 50</p>	<p><b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i></p> <hr/> <p><b>Material:</b> 6. TQM approach 7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang, 2013. Management Theory. Jakarta: Salemba Empat</i></p> <hr/> <p><b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i></p> <hr/> <p><b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas. 2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i></p>	5%

15	Able to study the development of management thinking and management functions	1.17. Explain the meaning of Supervision 2.18. Describe the supervisory function 3.19. Describe the monitoring process 4.20. Compare forms of supervision	<b>Criteria:</b> 1.Non-Test:1. Analyze the development of management thinking 2.Non-Test:2. Discuss the results of the analysis of the development of management thinking 3.Non-Test:3. Analyze the planning function 4.Non-Test:4. Discuss the results of the planning function analysis 5.Non-Test:5. Analyzing the Organizing function 6.Non-Test:6. Discuss the results of the analysis of the Organizing function 7.Non-Test:7. Analyze the Drive function 8.Non-Test:8. Discuss the results of the Activation function analysis 9.Non-Test:9. Analyze the Supervision function 10.Non-Test:10. Discuss the results of the Supervision function analysis  <b>Form of Assessment :</b> Participatory Activities	1. Lecture 2. Discussion 3. Case study 3 X 50	1. Lecture 2. Discussion 3. Case study 3 X 50	<b>Material:</b> 1. Pre-classical approach management theory, 2. classical approach, human relations approach, 3. quantitative approach, 4. Systems approach, 5. Contingency approach, <b>Library:</b> <i>George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS</i>  <b>Material:</b> 6. TQM approach 7. meaning of planning, 8. objectives of planning 9. forms of planning, 10. planning process <b>Reference:</b> <i>Laurance A. Manullang, 2013. Management Theory. Jakarta: Salemba Empat</i>  <b>Material:</b> 11. meaning of organizing 12. organizing process, 13. concept of division of labor, 14. grouping jobs, 15. span of control <b>References:</b> <i>Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education</i>  <b>Material:</b> 16. division of authority, 17. organizational structure 18. Definition of Mobilization, 19. concept of motivation, 20. communication, 21. leadership <b>Reader:</b> <i>Maman Ukas. 2006. Management: Concepts, Principles and Applications. Bandung: Agnini</i>	7%
16	UAS	UAS	<b>Criteria:</b> UAS  <b>Form of Assessment :</b> Test	UAS 3 X 50	UAS	<b>Material:</b> - <b>Library:</b>	25%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	52%
2.	Practice / Performance	3%
3.	Test	45%
		100%

#### 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.



