



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																										
Management Principles	xx63401030214		T=0	P=0	ECTS=0	1	July 17, 2024																																										
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																											
			Dr. Weni Rosdiana, S.Sos., M.AP.																																											
Learning model	Case Studies																																																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																
	Program Objectives (PO)																																																
	PLO-PO Matrix																																																
		P.O																																															
	PO Matrix at the end of each learning stage (Sub-PO)																																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 5%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 2%;">1</td> <td style="width: 2%;">2</td> <td style="width: 2%;">3</td> <td style="width: 2%;">4</td> <td style="width: 2%;">5</td> <td style="width: 2%;">6</td> <td style="width: 2%;">7</td> <td style="width: 2%;">8</td> <td style="width: 2%;">9</td> <td style="width: 2%;">10</td> <td style="width: 2%;">11</td> <td style="width: 2%;">12</td> <td style="width: 2%;">13</td> <td style="width: 2%;">14</td> <td style="width: 2%;">15</td> <td style="width: 2%;">16</td> </tr> </table>																P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Short Course Description	This course introduces students to the basic framework of Management. The discussion begins with the basic understanding of management as an element of administration, the relationship between Management and Organization and Administration, management as an art or science, the philosophy of leadership in management, various schools of management, approaches to management science, the basic elements of management and then discusses the basic functions of management starting from planning, organizing, staffing, directing, coordinating, reporting and budgeting. The differences in levels of managers and their duties, then provide learning experiences for students to apply basic management concepts as outlined in making papers and presenting them using Power-Point media. This course uses an expository and explanatory approach.																																																
References	Main :																																																
	<ol style="list-style-type: none"> 1. Koontz, Harold dkk (terjemahan), 1986, Manajemen, Erlangga, Jakarta 2. Kreitner, 1992, Management, Houghton Mifflin Company, Boston. 3. Swasta, Basu, 1985, Azas-Azas Manajemen Modern, Liberty, Yogyakarta. 4. Terry, G.R., 1986, Manajemen ,(terjemahan), Alumni, Bandung 5. Koontz, Harold dkk (terjemahan), 1986, Manajemen, Erlangga, Jakarta 6. Kreitner, 1992, Management, Houghton Mifflin Company, Boston. 																																																
	Supporters:																																																
Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Agus Prastyawan, S.Sos., M.Si.																																																
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 explain basic management concepts	1.Explain the various functions of management. 2.Analyze Management's relationship with organization and administration.		Pulpit lectures Questions and answers. Discussion 3 X 50			0%
2	Able to explain Management's point of view and organizational relationships	1.Explain various Management viewpoints 2.Explain the relationship between management and the organization 3.Explain the essence of achieving organizational goals		Pulpit lectures Questions and answers. Discussion 3 X 50			0%
3	Able to explain Leadership Work Methods effectively, innovatively and creatively.	1.Explain the philosophy of leadership in management. 2.Explain management as a science and art		Pulpit lecture Discussion on 3 X 50 Simulation			0%
4	Able to explain the Goals, Fields and Schools of Management	1.Explain the various schools of thought that exist 2.Explain the weaknesses and strengths of the various schools of thought.	Criteria: Question 1 has a weight of 50. Question 2 has a weight of 50	Pulpit lectures 3 X 50 Discussion Assignments			0%
5	Able to explain the Goals, Fields and Schools of Management	1.Explain the various schools of thought that exist 2.Explain the weaknesses and strengths of the various schools of thought.	Criteria: Question 1 has a weight of 50. Question 2 has a weight of 50	Pulpit lectures 3 X 50 Discussion Assignments			0%
6	Students are able to explain the functions of management	1.Explain each management function appropriately. 2.Explain each of these functions in various public organizations and private organizations.	Criteria: Question 1 has a weight of 50. Question 2 has a weight of 50	Pulpit lecture Discussion on Assignment 3 X 50			0%
7	Students are able to explain the functions of management	1.Explain each management function appropriately. 2.Explain each of these functions in various public organizations and private organizations.	Criteria: Question 1 has a weight of 50. Question 2 has a weight of 50	Pulpit lecture Discussion on Assignment 3 X 50			0%

8	Able to answer written tests via UTS	Explain the importance of management science for the existence of an organization.	Criteria: 1. Assessment sheet 1 is used to assess students' mastery of knowledge regarding Management Functions. Assessment sheet 1 is carried out during the Mid-Semester Examination (UTS). 2. Assessment Sheet 1. Consists of 5 essay questions. 3. Weight of Question No. 1 to 5 = 20	Written Test 3 X 50			0%
9	Able to explain the meaning of Leadership and Manager Levels and their duties	1. Differentiate the levels of managers and their duties 2. Explain the types of decisions based on manager level		Pulpit lecture Questions and answers Discussion 3 X 50			0%
10	Able to explain the planning of an activity through action and wisdom	1. Carrying out planning in a profit and non-profit organization 2. Applying planning strategies to a profit and non-profit organization		Pulpit lecture Discussion on 3 X 50 Simulation			0%
11	Able to explain the planning of an activity through action and wisdom	1. Carrying out planning in a profit and non-profit organization 2. Applying planning strategies to a profit and non-profit organization		Pulpit lecture Discussion on 3 X 50 Simulation			0%
12	Able to explain basic organizing concepts	1. Dividing up all the work in an organization 2. Determine the relationship between each division 3. Determine the hierarchy 4. Create an organizational structure		Pulpit lecture Questions and answers Discussion 3 X 50 Simulation			0%
13	Able to explain basic organizing concepts	1. Dividing up all the work in an organization 2. Determine the relationship between each division 3. Determine the hierarchy 4. Create an organizational structure		Pulpit lecture Questions and answers Discussion 3 X 50 Simulation			0%

14	Able to explain the concept of staffing in organizing	<ol style="list-style-type: none"> 1.Able to analyze the needs of new employees 2.Able to predict the needs of new employees 3.Able to select prospective new employees according to job analysis 		Pulpit lecture Discussion on 3 X 50 Simulation			0%
15	Able to explain the concept of reporting in organizing	<ol style="list-style-type: none"> 1.Explain the early symptoms of deviation 2.Resolve initial deviations quickly 3.Carry out reporting functions accurately and quickly 		Pulpit lecture Discussion on 3 X 50 Simulation			0%
16	UAS	<ol style="list-style-type: none"> 1.Explain one model of communication networks. 2.Determine the right time for implementing the selected communication network model. 	Criteria: <ol style="list-style-type: none"> 1.Assessment sheet 1 is used to assess students' mastery of knowledge regarding the Functions of Communicating, Coordinating, Span of Control and Delegation of Authority Assessment Sheet 3 is carried out during the Final Semester Examination (UAS). 2.Assessment Sheet 3. Consists of 5 essay questions. 	3 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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.

