



**Universitas Negeri Surabaya**  
**Faculty of Economics and Business**  
**Islamic Economics Undergraduate Study Program**

Document Code

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>			<b>SEMESTER</b>	<b>Compilation Date</b>																																																																																															
Introduction to Management	6020203042	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	2	March 23, 2021																																																																																															
<b>AUTHORIZATION</b>		<b>SP Developer</b>	<b>Course Cluster Coordinator</b>			<b>Study Program Coordinator</b>																																																																																																
		Dr. Khusnul Fikriyah, S.E., M.SEI	Dr. Khusnul Fikriyah, S.E., M.SEI			Dr. Ahmad Ajib Ridlwan, S.Pd., M.SEI.																																																																																																
<b>Learning model</b>	Case Studies																																																																																																					
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>																																																																																																					
	<b>PLO-5</b>	Mastering theoretical concepts in the fields of Islamic Economics, Islamic Business and Islamic Finance in general and specifically to solve problems procedurally in accordance with the scope of work.																																																																																																				
	<b>Program Objectives (PO)</b>																																																																																																					
	<b>PO - 1</b>	Able to master the theory of an introduction to management as a whole																																																																																																				
	<b>PO - 2</b>	Able to complete tasks responsibly and ethically																																																																																																				
	<b>PO - 3</b>	Able to apply theories about management																																																																																																				
	<b>PLO-PO Matrix</b>																																																																																																					
		<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>P.O</th> <th colspan="6">PLO-5</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 style="text-align: center;">✓</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-5						PO-1							PO-2			✓				PO-3																																																																									
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<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																																																						
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PO-3	✓									✓	✓																																																																																											
<b>Short Course Description</b>	This course discusses basic management concepts related to a general overview of management. In this course students are expected to be able to describe introductory management concepts, the development of management theory, the organizational environment, be able to identify management functions, be able to define motivation and leadership, be able to explain management information systems, and be able to analyze and resolve problems related to risk and conflict management. The teaching methods used in this course are Case Study, Problem Based Learning, and Lecture Course.																																																																																																					
<b>References</b>	<b>Main :</b>																																																																																																					
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<b>Supporting lecturer</b>	Prof. Dr. Anang Kistyanto, S.Sos., M.Si. Khusnul Fikriyah, S.E., M.SEI. Yan Putra Timur, S.M., M.SEI. Dr. Maryam Bte Badrul Munir, S.Pd, M.Si. Heri Cahyo Bagus Setiawan, S.Pd.I., M.SM. Fitriah Dwi Susilowati, S.Sos., M.SM.						
Week	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [ <i>Estimated time</i> ]		Learning materials [ <i>References</i> ]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline ( <i>offline</i> )	Online ( <i>online</i> )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	Students can explain the meaning and development of management theory.	Explains: - Definition of management, Why management is needed, Management as a science and art - Organization and the need for management, Management process, Types of managers, Levels and skills of management - Why study management theory, Classical management theory, Organizational behavior, Organization and management, Development of management theory.Explain:-Definition of management, Why management is needed, Management as a science and art- Organizations and Management needs, Management processes, Types of managers, Levels and management skills-Why study management theory, Classical management theory, Organizational behavior, Organization and management, Development of management theory	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lecture Course 3 X 50		<p><b>Material:</b> 1. Definition of management, Why management is needed, Management as a science and art 2. Organization and the need for management, Management process, Types of managers, Management levels and skills</p> <p><b>References:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i></p> <hr/> <p><b>Material:</b> 1. Definition of management, Why management is needed, Management as a science and art 2. Organization and management needs, Management process, Types of managers, Management levels and skills</p> <p><b>Library:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> definition of management</p> <p><b>Library:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> definition of management</p> <p><b>Reader:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p>	4%
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2	Students can explain about Management and its environment.	<p>Explain: - External factors that directly influence, External factors that do not directly influence, total organizational environmental theory, Managing the environment - The relationship between the environment and the organization, management in the era of industrialization and globalization. Explain: - External factors that directly influence, External factors that do not directly influence, the total environmental theory of the organization, Manage the environment- Environmental relations with organizations, management in the era of industrialization and globalization</p>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Internal environment of the organization 2. External environment of the organization 3. Influence of the organizational environment <b>Reader:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> internal environment of the organization; the organization's external environment; and the influence of the organizational environment. <b>Reference:</b> <i>Jane, B. (2019). Business in Context: An Introduction to Business and its Environment. Cengage Learning, Inc.</i></p> <hr/> <p><b>Material:</b> internal environment of the organization; the organization's external environment; and the influence of the Pustaka organizational environment : <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p>	4%
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3	Students understand how organizations/companies manage culture, ethics and social responsibility.	Explains: - Organizational/Management Culture, Characteristics of Organizational Culture, Benefits of Corporate Culture -Understanding Management Ethics, Importance of ethics and ethical behavior in organizations, Criteria for ethical decision making - Understanding Corporate Social Responsibility, Importance of Corporate Social Responsibility.	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lecture Course 3 X 50		<p><b>Material:</b> 1. Organizational Culture 2. Characteristics of Organizational Culture 3. Benefits of Corporate Culture 4. Management Ethics in organizations 5. Corporate Social Responsibility <b>Reader:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p> <p>-----</p> <p><b>Material:</b> organizational culture' characteristics of organizational culture <b>Reader:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p> <p>-----</p> <p><b>Material:</b> organizational culture' characteristics of organizational culture <b>References:</b> <i>Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.</i></p>	5%
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4	Explain the meaning of planning, planning function, planning process. Describe the meaning of planning, planning function, and planning processes	Assessment rubric	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Case Based Learning 3 X 50		<p><b>Material:</b> 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Levels of strategy <b>Reader:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Strategy levels <b>References:</b> <i>Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.</i></p> <hr/> <p><b>Material:</b> 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Levels of strategy <b>Reader:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p>	3%
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5	Able to explain organizational goal setting and decision making.	<p>Explain:-The mission and objectives of the organization, the Function of Organizational Objectives, Types of objectives and the goal setting process-Types of Decisions, the Decision Making Process, Involvement of subordinates in decision making</p> <p>Explain:-The mission and objectives of the organization, the Function of Organizational Objectives, the types of goals and the process of setting goals-Types of Decisions, Decision Making Processes, Involvement of subordinates in decision making</p>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Organizational Goals 2. Decision Making</p> <p><b>References:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Organizational Goals 2. Decision Making</p> <p><b>References:</b> <i>Jane, B. (2019). Business in Context: An Introduction to Business and its Environment. Cengage Learning, Inc.</i></p> <hr/> <p><b>Material:</b> 1. Organizational Goals 2. Decision Making</p> <p><b>References:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p>	5%
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6	Explain the process of organizing, coordinating and managing the range.	Explains: - The importance of the organizing process, Organizational structure, Division of work, formal charts, Departmentalization - The importance of coordination, Achieving effective coordination, Coordinating Mechanisms, Range of Management.	<b>Criteria:</b> In accordance with the assessment guidelines / rubric  <b>Form of Assessment :</b> Portfolio Assessment	Case Based Learning 3 X 50		<b>Material:</b> 1. Organizing 2. Coordination 3. Range of <b>Library Management:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i>  <b>Material:</b> 1. Organizing 2. Coordination 3. Range of <b>Library Management:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i>  <b>Material:</b> 1. Organizing 2. Coordination 3. Range of Management <b>Library:</b> <i>Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.</i>	7%
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7	Explains authority, delegation, and organizational structure.	Distinguish: - Authority, power, influence, line organizational structure, staff Explain: - Delegation of authority, reasons for delegation, failure of delegation - Personnel preparation process. Compare: - Authority, power, influence, line organizational structure, staff for Delegation, Delegation failed-The process of preparing personnel	<b>Criteria:</b> In accordance with the assessment guidelines / rubric  <b>Form of Assessment :</b> Participatory Activities	Case Study 3 X 50		<b>Material:</b> 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process <b>References:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i> <hr/> <b>Material:</b> 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process <b>Readers:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i> <hr/> <b>Material:</b> 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process <b>Reader:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i>	5%
8	UTS	UTS	<b>Form of Assessment :</b> Test	UTS 3 X 50			15%

9	Understand the application of motivation in organizations	<ol style="list-style-type: none"> <li>1.Explain: Views on motivation in organizations</li> <li>2.Motivational models</li> <li>3.Motivation Theories</li> <li>4.Content Theories</li> <li>5.Process Theories</li> <li>6.Explain: Motivation perspectives</li> <li>7.Motivation models and theories</li> <li>8.Motivation process</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Views on motivation in organizations 2. Motivation models 3. Motivation Theories 4. Content Theories 5. Process Theories</p> <p><b>Literature:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p> <hr/> <p><b>Material:</b> 1. Views on motivation in organizations 2. Motivation models 3. Motivation Theories 4. Content Theories 5. Process Theories</p> <p><b>Literature:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Views on motivation in organizations 2. Motivation models 3. Motivation Theories 4. Content Theories 5. Process Theories</p> <p><b>Literature:</b> <i>Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.</i></p>	3%
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10	Explain about communication in organizations	<ol style="list-style-type: none"> <li>1.Explain: Understanding communication</li> <li>2.Communication process</li> <li>3.The role of informal communication</li> <li>4.Barriers to communication</li> <li>5.Increased communication effectiveness</li> <li>6.Explain:Communication definition, process, role and improving communication effectively</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. The concept of communication 2. The communication process 3. The role of informal communication 4. Barriers to communication 5. Increasing the effectiveness of communication</p> <p><b>References:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i></p> <hr/> <p><b>Material:</b> 1. The concept of communication 2. The communication process 3. The role of informal communication 4. Barriers to communication 5. Increasing the effectiveness of communication</p> <p><b>References:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p> <hr/> <p><b>Material:</b> 1. The concept of communication 2. The communication process 3. The role of informal communication 4. Barriers to communication 5. Increasing the effectiveness of communication</p> <p><b>Reader:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p>	6%
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11	Explain leadership in organizations	<ol style="list-style-type: none"> <li>1.Explain: Understanding leadership</li> <li>2.Approach to leadership studies</li> <li>3.Leadership traits approach</li> <li>4.Leadership behavior approach</li> <li>5.Theory X and Y of Mc. Gregor</li> <li>6.Ideal Leadership Style</li> <li>7.Explain: Leadership definition</li> <li>8.Leadership studies and approaches</li> <li>9.Leadership behavior</li> <li>10.Leadership style</li> <li>11.X and Y leadership theory</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Definition of leadership 2. Approach to leadership studies 3. Approach to leadership traits 4. Approach to leadership behavior 5. Theory X and Y from Mc. Gregor 6. Ideal Leadership Style</p> <p><b>Reader:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p> <hr/> <p><b>Material:</b> 1. Definition of leadership 2. Approach to leadership studies 3. Approach to leadership traits 4. Approach to leadership behavior 5. Theory X and Y from Mc. Gregor 6. Ideal Leadership Style</p> <p><b>Library:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Definition of leadership 2. Approach to leadership studies 3. Approach to leadership traits 4. Approach to leadership behavior 5. Theory X and Y from Mc. Gregor 6. Ideal Leadership Style</p> <p><b>Bibliography:</b> <i>Jane, B. (2019). Business in Context: An Introduction to Business and its Environment. Cengage Learning, Inc.</i></p>	6%
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12	explains organizational change and development	<ol style="list-style-type: none"> <li>1.Explain: Factors causing change</li> <li>2.How to handle change</li> <li>3.Resistance to change</li> <li>4.Change management process</li> <li>5.Various approaches to organizational change</li> <li>6.Organizational Development Concept</li> <li>7.Explain:Change factors</li> <li>8.Resistance to change</li> <li>9.Managing change process</li> <li>10.Organization approach to anticipating change opportunities</li> <li>11.Developing organization concept</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Factors causing change 2. How to handle change 3. Resistance to change 4. Process of managing change 5. Various approaches to organizational change 6. Organizational Development Concepts</p> <p><b>Reader:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i></p> <hr/> <p><b>Material:</b> 1. Factors causing change 2. How to handle change 3. Resistance to change 4. Process of managing change 5. Various approaches to organizational change 6. Organizational Development Concepts</p> <p><b>Library:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Factors causing change 2. How to handle change 3. Resistance to change 4. Process of managing change 5. Various approaches to organizational change 6. Concepts of organizational development</p> <p><b>Readers:</b> <i>Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.</i></p>	5%
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13	Explain conflict management and its management in organizations	<ol style="list-style-type: none"> <li>1.Explain: Definition of conflict</li> <li>2.Types of conflict</li> <li>3.Conflict management methods</li> <li>4.Structural conflict</li> <li>5.Line and staff conflicts</li> <li>6.Explain: Conflict definition</li> <li>7.Conflict characteristics and types</li> <li>8.Conflict management method</li> <li>9.Structural conflict</li> <li>10.staff conflict</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case study 3 X 50		<p><b>Material:</b> 1. Definition of conflict 2. Types of conflict 3. Conflict management methods 4. Structural conflict 5. Line and staff conflict</p> <p><b>References:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i></p> <hr/> <p><b>Material:</b> 1. Definition of conflict 2. Types of conflict 3. Conflict management methods 4. Structural conflict 5. Line and staff conflict</p> <p><b>Reference:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <hr/> <p><b>Material:</b> 1. Definition of conflict 2. Types of conflict 3. Conflict management methods 4. Structural conflict 5. Line and staff conflict</p> <p><b>References:</b> <i>Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.</i></p>	5%
14	Explain the basics of supervision in organizations	<ol style="list-style-type: none"> <li>1.Explain: Definition of supervision</li> <li>2.Types of supervision</li> <li>3.Stages in supervision</li> <li>4.The importance of supervision</li> <li>5.Designing the monitoring process</li> <li>6.Strategic oversight areas</li> <li>7.Managerial monitoring tools</li> <li>8.Characteristics of effective supervision</li> <li>9.Explain: Controlling concept</li> <li>10.Characteristics, types and phases of controlling</li> <li>11.Process of controlling plan</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Definition of supervision 2. Types of supervision 3. Stages in supervision 4. Importance of supervision 5. Design of the supervision process 6. Areas of strategic supervision 7. Tools for managerial supervision 8. Characteristics of effective supervision</p> <p><b>Reference:</b> <i>Boddy , David. 2014.</i></p>	7%

						<p><i>Management An Introduction.</i> Pearson, United Kingdom.</p> <hr/> <p><b>Material:</b> 1. Definition of supervision 2. Types of supervision 3. Stages in supervision 4. Importance of supervision 5. Design of the supervision process 6. Areas of strategic supervision 7. Tools for managerial supervision 8. Characteristics of effective supervision</p> <p><b>Reference:</b> <i>Hafidhuddin , Didin and Tanjung. 2019. Introduction to Sharia Management.</i> Depok: Rajawali Press.</p> <hr/> <p><b>Material:</b> 1. Definition of supervision 2. Types of supervision 3. Stages in supervision 4. Importance of supervision 5. Design of the supervision process 6. Areas of strategic supervision 7. Tools for managerial supervision 8. Characteristics of effective supervision</p> <p><b>Reference:</b> <i>Jane , B. (2019). Business in Context: An Introduction to Business and its Environment.</i> Cengage Learning, Inc.</p>
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15	Explains monitoring techniques and methods in organizations	<ol style="list-style-type: none"> <li>1.Distinguish:Techniques and methods of supervision</li> <li>2.Explain: Use of budget in supervision</li> <li>3.Specific budget control methods</li> <li>4.Use of accountant examinations for supervision</li> <li>5.Break Event Analysis</li> <li>6.Ratio analysis</li> <li>7.Compare:Technique and method of controlling</li> <li>8.Explain: Budgeting and controlling</li> <li>9.Controlling methods of budgeting</li> <li>10.Break Even Analysis</li> <li>11.Ratio analysis</li> </ol>	<p><b>Criteria:</b> In accordance with the assessment guidelines / rubric</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Case Study 3 X 50		<p><b>Material:</b> 1. Supervision techniques and methods 2. Use of budgets in supervision 3. Specific budget supervision methods 4. Use of accountant audits for supervision 5. Break Event Analysis 6. Ratio analysis</p> <p><b>References:</b> <i>Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.</i></p> <p><b>Material:</b> 1. Supervision techniques and methods 2. Use of budgets in supervision 3. Specific budget supervision methods 4. Use of accountant audits for supervision 5. Break Event Analysis 6. Ratio analysis</p> <p><b>References:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p> <p><b>Material:</b> 1. Supervision techniques and methods 2. Use of budgets in supervision 3. Specific budget supervision methods 4. Use of accountant audits for supervision 5. Break Event Analysis 6. Ratio analysis</p> <p><b>References:</b> <i>Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.</i></p>	5%
16	FINAL EXAMS		<p><b>Form of Assessment :</b> Test</p>	3 X 50			15%

**Evaluation Percentage Recap: Case Study**

No	Evaluation	Percentage
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1.	Participatory Activities	50%
2.	Portfolio Assessment	20%
3.	Test	30%
		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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.