Document Code



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

			SE	.IVIE	:51	ER	LE	:AF	KIVII	NG	P	L <i>F</i>	ΑN								
Courses			CODE					C	ourse	Fam	ily	Cro	edit \	Weigl	nt	S	SEMES	TER	Co	mpilati e	on
Introduction to	Management		6020203	8042					ompul:		ım	T=:	3 P	=0 E	CTS=4.	77	2	2	Ma 202	rch 23,	
AUTHORIZATI	ON		SP Deve	elopei				St	ubjects		Cou			ter		5	Study I	Progra	m Co	ordinat	or
			Dr. Khus	snul Fi	kriyah	, S.E.,	M.SI	ΞI			Dr. K M.SE		snul F	ikriya	ıh, S.E.,		Dr. A	\hmad S.Pd.		idlwan, El.	
Learning model	Case Studies																				
Program	PLO study prog	gram whic	ch is cha	arged	to th	e cou	rse														
Learning Outcomes (PLO)	PLO-5	Mastering specifical	theoretic ly to solve	cal co e prob	ncepts lems	in the	field: urally	s of Is in ac	lamic l cordar	Econ	omic	s, Is	lami cope	c Bus	iness an ork.	ıd Isla	mic Fi	nance	in gen	eral an	d
,	Program Objectives (PO)																				
	PO - 1	Able to master the theory of an introduction to management as a whole																			
	PO - 2	Able to co	o complete tasks responsibly and ethically																		
	PO - 3	Able to ap	ply theor	ply theories about management																	
	PLO-PO Matrix																				
	PO Matrix at th	F F e end of e	P.O PO-1 PO-2 PO-3 Pach lear	1	stage 2		4 •	5 ,	6	7	8		eek 9	10	11	12	13	14	15	16	
		L			l			l			<u> </u>						l				
Short Course Description	This course discu be able to describ identify managen able to analyze a Problem Based L	pe introduct nent function nd resolve	tory mana ons, be al problems	ageme ble to s relat	ent cor define ed to	ncepts, motiv	the (ation	develo and I	pmen eaders	t of n ship.	າana(be a	gem ble	ent t to ex	heory olain	, the org	janiza ement	itional inform	enviror nation s	nment systen	be abl	e to be
References	Main :																				
	1. Boddy, E 2. Sule, Err 3. Nickels N McGraw-	nie T dan S	Aefullah. gh JM, M	2018. Ichug	Peng h SM.	antar N	/lana	jemen	. Depo	k: P	renac	la M	1edia		ИсНugh	- Un	dersta	nding	Busine	ess (20	18,
	Supporters:																				
	Supporters: 1. Sule, Ernie T dan SAefullah. 2018. Pengantar Manajemen. Depok: Prenada Media. 2. Hafidhuddin, Didin dan Tanjung. 2019. Pengantar Manajemen Syariah. Depok: Rajawali Press. 3. Jane, B. (2019). Business in Context: An Introduction to Business an its Environment. Cengage Learning, Inc. 4. Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.																				

Supp lectu	oorting irer	Khusnul Fikriyah, Yan Putra Timur, Dr. Maryam Bte E Heri Cahyo Bagu	Kistyanto, S.Sos., M.Si. , S.E., M.SEI. S.M., M.SEI. Sadrul Munir, S.Pd, M.Si. s Setiawan, S.Pd.I., M.SM. wati, S.Sos., M.SM.					
Week-	Final abilities of each each learning stage		1	Le Stud	Help Learning, arning methods, lent Assignments, Estimated time]	Learning materials	Assessment Weight (%)	
	(Sub-PÕ))	Indicator Criteria & Form		Offline (offline)	Online (online)	[References]	3 ()
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)

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1	Students can explain the meaning and	Explains: - Definition of management, Why	Criteria: In accordance	Lecture		Material: 1.	4%
	development of	management is needed,	with the	Course 3 X 50		Definition of management,	
	management theory.	Management as a science	assessment	3 / 30		Why	
		and art - Organization and the need for management,	guidelines / rubric			management	
		Management process,	F			is needed,	
		Types of managers, Levels	Form of Assessment :			Management	
		and skills of management -	Participatory			as a science	
		Why study management theory, Classical	Activities			and art 2.	
		management theory,	710111100			Organization	
		Organizational behavior,				and the need	
		Organization and				for	
		management, Development of management				management,	
		theory.Explain:-Definition of				Management process,	
		management, Why				Types of	
		management is needed,				managers,	
		Management as a science and art- Organizations and				Management	
		Management needs,				levels and	
		Management processes,				skills	
		Types of managers, Levels				References:	
		and management skills-Why study management theory,				Boddy, David.	
		Classical management				2014.	
		theory, Organizational				Management	
		behavior, Organization and management, Development				An Introduction.	
		of management theory				Pearson,	
						United	
						Kingdom.	
						Material: 1.	
						Definition of	
						management,	
						Why	
						management	
						is needed,	
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						as a science and art 2.	
						Organization	
						and	
						management	
						needs,	
						Management	
						process,	
						Types of	
						managers,	
						Management	
						levels and	
						skills	
						Library: Hafidhuddin,	
						Didin and	
						Tanjung. 2019.	
						Introduction to	
						Sharia	
						Management.	
						Depok:	
						Rajawali	
						Press.	
						Material:	
						definition of	
						management Library:	
						Hafidhuddin,	
						Didin and	
						Tanjung. 2019.	
						Introduction to	
						Sharia	
						Management.	
						Depok:	
						Rajawali	
						Press.	
						84-4	
						Material:	
						definition of	
						management Reader: Sule,	
						Ernie T and	
						SAefullah.	
						2018.	
						Introduction to	
						Management.	
						Depok:	
						Prenada	
						Media.	
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2	Students can explain about Management and its environment.	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	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Participatory Activities	Case Study 3 X 50	Internenviro the organ Exterr enviro the organ Influer the organ enviro Read Hafidh Didin Tanjuu Introd Sharia Manae Depol Rajaw Press	ponment of ization 2. Inal ponment of ization 3. Ince of izational ponment er: Inuddin, and Ing. 2019. Ince of izational ponment er: Inuddin, and Ing. 2019. Ince of izational ponment. Ince of izational izat	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.	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment: Participatory Activities	Lecture Course 3 x 50	Organis Charles of Cull Charles of Cull Beet Cool Male Ethn organis Society of Society of Cull Male Ethn organis Society of Cull Male Ethn organis Society of Society	roduction to anagement. spok: enada edia. aterial: ganizational liture' aracteristics or anagement. spok: enada edia. aterial: ganizational liture for and sefullah. 18. senada edia. aterial: ganizational liture' aracteristics enada edia. aterial: ganizational liture' ganizational liture' ganizational liture for anagement. Spok: ganizational liture for anagement. Spokels WG, schugh JM, schugh SM. Silliam G. sckels, James Schugh, span schugh -	5%
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planr funct proce mear planr	ain the meaning of ing, planning on, planning sess. Describe the ing of planning, ing function, and ing processes	Assessment rubric	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Portfolio Assessment	Case Based Learning 3 X 50	Material: 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Levels of strategy Reader: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Strategy levels References: Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc. Material: 1. Planning concept 2. Formal planning process 3. Development of strategy concept 4. Levels of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Development of strategy concept 2. Formal planning process 3. Regenter planning process 3. R	3%

5	Able to explain organizational goal setting and decision making.	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 makingExplain:-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	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment: Participatory Activities	Case Study 3 X 50		Material: 1. Organizational Goals 2. Decision Making References: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Organizational Goals 2. Decision Making References: Jane, B. (2019). Business in Context: An Introduction to Business and its Environment. Cengage Learning, Inc. Material: 1. Organizational Goals 2. Decision Making References: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media.	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.	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment: Portfolio Assessment	Case Based Learning 3 X 50	Material: 1. Organizing 2. Coordination 3. Range of Library Management: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok:	7%
					Prenada Media. Material: 1. Organizing 2. Coordination 3. Range of Library Management: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok:	
					Rajawali Press. Material: 1. Organizing 2. Coordination 3. Range of Management Library: Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James	
					McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.	

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	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Participatory Activities	Case Study 3 X 50	Material: 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process References: Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom. Material: 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process Readers: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media. Material: 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process Readers: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media. Material: 1. Concept of Authority 2. Concept of Delegation 3. Organizational preparation process Reader: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press.	5%
8	UTS	UTS	Form of Assessment : Test	UTS 3 X 50		15%

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9 Understand the application of motivation in organizations	1.Explain: Views on motivation in organizations 2.Motivational models 3.Motivation Theories 4.Content Theories 5.Process Theories 6.Explain: Motivation perspectives 7.Motivation models and theories 8.Motivation process	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Portfolio Assessment	Case Study 3 X 50	Material: 1. Views on motivation in organizations 2. Motivation models 3. Motivation Theories 4. Content Theories 5. Process Theories Literature: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media. Material: 1. Views on motivation in organizations 2. Motivation Theories 4. Content Theories 5. Process Theories Literature: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Views on motivation in organizations 2. Motivation Theories 5. Process Theories Literature: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Views on motivation in organizations 2. Motivation Theories 5. Process Theories 4. Content Theories 5. Process Theories 5. Process Theories 5. Process Theories 6. Nickels, James McHugh JM, Mchugh JM, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.	3%

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communication in organizations	1.Explain: Understanding communication 2.Communication process 3.The role of informal communication 4.Barriers to communication 5.Increased communication effectiveness 6.Explain:Communication definition, process, role and improving communication effectively	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment: Participatory Activities	Case Study 3 X 50	Material: 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 References: Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom. Material: 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 References: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media. Material: 1. The concept of communication to Management. Depok: Prenada Media. Material: 1. The concept of communication 5. Increasing the communication to Management. Depok: Prenada Media.	6%

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11 Explain leadership in organizations	1.Explain: Understanding leadership 2.Approach to leadership studies 3.Leadership traits approach 4.Leadership behavior approach 5.Theory X and Y of Mc. Gregor 6.Ideal Leadership Style 7.Explain: Leadership definition 8.Leadership studies and approaches 9.Leadership behavior 10.Leadership style 11.X and Y leadership theory	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Participatory Activities	Case Study 3 X 50	Material: 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 Reader: Sule, Ernie T and SAefullah. 2018. Introduction to Management. Depok: Prenada Media. Material: 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 Library: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Definition of leadership studies 3. Approach to leadership style Library: Hafidhuddin, Didin and Tanjung. 2019. Introduction to Sharia Management. Depok: Rajawali Press. Material: 1. Definition of leadership studies 3. Approach to leadership studies 3.	6%

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12	explains organizational change and	1.Explain: Factors causing	Criteria:	Case	Material: 1.	5%
	development	change	In accordance with the	Study 3 X 50	Factors causing	
	•	2.How to handle change	assessment	3 / 30	change 2. How	
		3.Resistance to change 4.Change management	guidelines / rubric		to handle	
		process	Form of		change 3.	
		5. Various approaches to	Assessment :		Resistance to	
		organizational change	Participatory		change 4. Process of	
		6.Organizational	Activities		managing	
		Development Concept			change 5.	
		7.Explain:Change factors			Various	
		8.Resistance to change 9.Managing change			approaches to	
		process			organizational change 6.	
		10.Organization approach			Organizational	
		to anticipating change			Development	
		opportunities			Concepts	
		11.Developing			Reader: Boddy, David.	
		organization concept			2014.	
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					Kingdom.	
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					Library: Hafidhuddin,	
					Didin and	
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					Various approaches to	
					organizational	
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					Concepts of	
					organizational development	
					Readers:	
					Sule, Ernie T	
					and SAefullah.	
					2018.	
					Introduction to Management.	
					Depok:	
					Prenada	
					Media.	
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13	Explain conflict management and its management in organizations	1.Explain: Definition of conflict 2.Types of conflict 3.Conflict management methods 4.Structural conflict 5.Line and staff conflicts 6.Explain: Conflict definition 7.Conflict characteristics and types 8.Conflict management method 9.Structural conflict 10.staff conflict	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Participatory Activities	Case study 3 X 50	Material: 1. Definition of conflict 2. Types of conflict 3. Conflict management methods 4. Structural conflict 5. Line and staff conflict References: Boddy, David. 2014. Management An Introduction. Pearson, United Kingdom.	5%
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					Material: 1. Definition of conflict 2. Types of conflict 3. Conflict 3. Conflict management methods 4. Structural conflict 5. Line and staff conflict References: Nickels WG, Mchugh JM, Mchugh SM. William G. Nickels, James McHugh, Susan McHugh - Understanding Business (2018, McGraw-Hill Education) - libgen.lc.	
14	Explain the basics of supervision in organizations	1.Explain: Definition of supervision 2.Types of supervision 3.Stages in supervision 4.The importance of supervision 5.Designing the monitoring process 6.Strategic oversight areas 7.Managerial monitoring tools 8.Characteristics of effective supervision 9.Explain: Controlling concept 10.Characteristics, types and phases of controlling 11.Process of controlling plan	Criteria: In accordance with the assessment guidelines / rubric Form of Assessment : Portfolio Assessment	Case Study 3 X 50	Material: 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 Reference: Boddy , David. 2014.	7%

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16	FINAL EXAMS		Form of Assessment :	3 X 50		15%

1.	Participatory Activities	50%
2.	Portfolio Assessment	20%
3.	Test	30%
		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.
- 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.
- 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.