

## 1.1.7. Course Handbook of Doctoral Program of Administrative Science

### Public Administration Interest

Name: FUNDAMENTALS OF ADMINISTRATIVE THEORY					
module/course code	Student workload	Credits (ECTS)	Semester	Frequency	Duration
IAF90001	340 (minutes/week)	3.02 ECTS	Semester 1	Semester Odds	1x per semester
	Types of courses:  Tutorial/Lecture /Response	Contact hours: 100 minutes/week		Independent study  240 minutes/week	Class size X students  10 students
1	Prerequisites for participation -				
2	Learning Outcomes: <ol style="list-style-type: none"> <li>1. Students have the ability to explain administration as an instrument to run an organization (company), change (evolution) and administrative concepts.</li> <li>2. Students have the ability to explain organizational (company) governance, administrative flows, administrative processes (planning, organizing, directing, controlling), and change management, so that students are able to design appropriate administrative systems.</li> </ol>				
3	Description The Basics of Administration Theory course provides doctoral students knowledge of: <ol style="list-style-type: none"> <li>1. Administration as an instrument to run the organization (company), change (evolution) and the concept of administration.</li> <li>2. Organizational (corporate) governance, administrative flows, administrative processes (planning, organizing, directing, controlling), and change management, so that students are able to design appropriate administrative systems.</li> </ol>				
4	Subject aims/Content: <ol style="list-style-type: none"> <li>1. Administration Concept</li> <li>2. The Evolution of Organizational and Administrative Theory</li> <li>3. Governance as a Main Element of Administration</li> <li>4. Organizational Governance Organ</li> <li>5. Administration Classical School</li> <li>6. Neo-Classical School of Administration</li> <li>7. The flow of behavior and approaches to human relations</li> <li>8. Systems approach and contingency</li> <li>9. Decision making in organizations</li> <li>10. Functions of Planning, Organizing, Directing, Control</li> </ol>				

	11. Change Manager
5	Teaching methods: Lectures, discussion, group discussion
6	Assessment methods: Assignments, Mid-Term Exam, Final-Term Exam, Quiz
7	Other information e.g. bibliographical references: <ul style="list-style-type: none"> <li>1. Teori Organisasi dan Administrasi, Kusdi, Salemba Empat (KR)</li> <li>2. Administration Unraveled, Mc Cleskey 2011 (MC)</li> <li>3. Administration and Management Theory and Technique, Ina R Barrett, 2012 (IRB)</li> <li>4. Pedoman tata kelola perusahaan di Indonesia, OJK 2014 (OJK)</li> </ul>