

Course: Introduction to Administrative Science						
module/course code FIA60003		Student workload X hours  510 Minutes / Week	Credits (ECTS)  4.53 ECTS	Semester  2	Frequency  Even Semester	Duration X semester(s)  1x / Semester
		Types of  Tutorial/Lecture/Response	Contact hours :  150 Minutes / Week		Independent study  360 Minutes / Week	Class size X students  30 students
1	Prerequisites for participation (if applicable) -					
2	Learning outcomes 1. Mastering the concepts of administration, management, and organizational/company governance 2. Understand organizing, organizing principles, and contingency factors in organizational design 3. Understand leadership, leadership theory and communication functions in organizations					
3	Description: The introductory administration course aims to provide students with knowledge about administration as an instrument for running an organization (company), changes (evolution) of administrative concepts, and how to design an appropriate administrative system. The subject matter of this course includes the concept of administration, organizational (company) governance, administrative flows, administrative processes (planning, organizing, directing, controlling), and change management. After taking this course, students are expected to be able to explain the concept of administration and its difference compared to management, the evolution of the concept of administration, and the administrative process. Besides that, students are expected to be able to design the right administrative system for the organization and be able to manage the changes that occur					
4	Subject aims/Content 1. Administrative concepts, administrative processes, and governance 2. Administrative concepts, administrative processes, and governance 3. Management Principles 4. Classic management 5. Behavioral and human relations approach management 6. Planning 7. Organizing 8. Leadership					

	9. Motivation 10. Control
5	Teaching methods 1. Lectures 2. Discussions 3. Group Works
6	Assessment methods 1. Task, 2. Mid-Term Exam, 3. Final-Term Exam, 4. Quiz
7	Other information e.g. bibliographical references 1. Teori Organisasi dan Administrasi, Kusdi, Salemba Empat (KR) 2. Administration Unraveled, Mc Cleskey 2011 (MC) 3. Administration and Management Theory and Technique, Ina R Barrett, 2012 (IRB) 4. Lead by GCG, Mas Achmad Daniri, Gagasan Bisnis, 2014 5. Pedoman tata kelola perusahaan di Indonesia, OJK 2014 (OJK) 6. Principles of Management, Salior Foundatio