

<b>Name: Organizational and Administrative Theory</b>					
<b>module/course code</b>	<b>Student workload</b>	<b>Credits (ECTS)</b>	<b>Semester</b>	<b>Frequency</b>	<b>Duration</b>
IAF4001	510 (minutes/week)	4.53 ECTS	II	Even Semester	1x per semester
	<b>Types of courses:</b>  Tutorial/Lecture/ Response	<b>Contact hours:</b>  150 minutes/week		<b>Independent study</b>  360 minutes/week	<b>Class size X students</b>  30 Students (S1)
1	Prerequisites for participation -				
2	Learning outcomes 1. Able to understand the concept of organizational and administrative theory 2. Able to build insight into organizational and administrative theory 3. Able to solve problems related to organizational and administrative theory				
3	Description This course studies institutions that have a dynamic system for their members so that it is possible to achieve overall common goals that cannot be achieved alone through making governance, determining ways to organize organizations, and making policies.				
4	Subject aims/Content: 1. Introduction to organizational theory and its design 2. Organizational structure design 3. Strategy and effectiveness 4. Relations between organizations 5. Global organization design 6. Environmental impact 7. Organizational and political conflict 8. Middle Semester Examination 9. Making decisions in organizations 10. Corporate culture and values 11. Organizational innovation 12. Information and monitoring process 13. Organizational size and life cycle 14. Design and technology for the workplace 15. Material review 16. Final examination of semester				
5	Teaching methods: Presentation, Discussion				
6	Assessment methods : Presentation 10%, Discussion 10%, Middle Semester Exam 40%, and Final Semester Exam 40%				
7	Other information e.g. bibliographical references:  C.1 Mandatory 1. Daft, Richard L. 2013. Understanding the Theory & Design of Organizations 11th Edition. South-Western CENGAGE Learning. Canada. (UDO) 2. Neubeck, Kenneth J and Davita Silven Glasberg. 2005. Sociology: Diversity, Conflict and Change. McGraw-Hill Companies, Inc. New York. (DCC)  C.2 Pelengkap				

	<ol style="list-style-type: none"> <li>1. Hamilton, Cheryl. 2005. Communicating for Result: A Guide for Business and The Professions. Thomas Learning, Inc. China (GBP)</li> <li>2. Miller, Katherine. 2005. Communication Theories: Perspective, Processes and Context Second Edition. McGraw-Hill. Singapore (PPC)</li> <li>3. Seiler, William J dan Melissa L Beal. 2008. Communication Making Connection Seventh Connections. Pearson International Edition. Pearson Education, Inc. Boston. (CMC)</li> <li>4. Jennings, Marianne M. 2012. Business Ethics: Case Studies and Selected Readings. Southwest-Cengage Learning. USA (BE)</li> <li>5. Northouse, Peter G. 1997. Leadership Theory and Practice. SAGE Publications, Inc. California. (LTP)</li> </ol>
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