

Name: FUNDAMENTALS OF ADMINISTRATIVE THEORY					
module/course code:	Student workload:	Credits (ECTS):	Semester	Frequency	Duration
IAF90001	340 Minutes/Week	3.02 ECTS	1	Odd Semester	1x / Semester
Types of courses:		Contact hours:	Independent study	Class size X students:	
Tutorial/Lecture/Response		100 minutes/week	240 minutes/week	10 Students	
1	Prerequisites for participation -				
2	Learning outcomes 1. Students have the ability to explain administration as an instrument to run an organization (company), change (evolution) and administrative concepts. 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.				
3	Description The Basics of Administration Theory course provides doctorate students knowledge of: 1. Administration as an instrument to run the organization (company), change (evolution) and the concept of administration. 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.				
4	Teaching methods: Lectures, Discussions, Discovery Learning				
5	Assessment methods: Assignments, Mid-Term Exam, Final-Term Exam, Quiz				
6	Other information e.g. bibliographical references: 1. Shafritz, J. M., Ott, J. S., & Jang, Y. S. (2015). <i>Classics of Organization Theory</i> (8th Edition). Boston: Cengage Learning. 2. Denhardt, R. B., Denhardt, J. V., & Aristigueta, M. P. (2018). <i>Managing Human Behavior in Public and Nonprofit Organizations</i> (5th Edition). Thousand Oaks: SAGE Publications. 3. Stillman, R. J. (2010). <i>Public Administration: Concepts and Cases</i> (9th Edition). Boston: Wadsworth Cengage Learning. 4. Raadschelders, J. C. N. (2011). <i>Public Administration: The Interdisciplinary Study of Government</i> . Oxford: Oxford University Press. 5. Gulick, L., & Urwick, L. (Eds.). (2010, Reissued). <i>Papers on the Science of Administration</i> . New York: Routledge. 6. Teori Organisasi dan Administrasi, Kusdi, Salemba Empat (KR) 7. Administration Unraveled, Mc Cleskey 2011 (MC) 8. Administration and Management Theory and Technique, Ina R Barrett, 2012 (IRB) 9. Pedoman tata kelola perusahaan di Indonesia, OJK 2014 (OJK)				

