

Name: Introduction to Administrative Science					
Module/course code: FIA60003	Student workload: 510 Minutes/Week	Credits (ECTS): 4.53 ECTS	Semester 2	Frequency Even Semester	Duration 1x / Semester
Types of courses: Tutorial/Lecture/Response		Contact hours: 150 minutes/week	Independent study: 360 minutes/week	Class size X students: 30 Students	
1	Prerequisites for participation -				
2	<p>Learning outcomes</p> <ol style="list-style-type: none"> <li>1. Mastering the concepts of administration, management, and organizational/company governance</li> <li>2. Understand organizing, organizing principles, and contingency factors in organizational design</li> <li>3. Understand leadership, leadership theory and communication functions in organizations</li> </ol>				
3	<p>Description:</p> <p>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.</p> <p>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.</p> <p>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</p>				
4	Teaching methods: Lectures, Discussions, dan Group Works				
5	Assessment methods: Task, Mid-Term Exam, Final-Term Exam, and Quizz				
6	<p>Other information e.g. bibliographical references:</p> <ol style="list-style-type: none"> <li>1. <b>Miller, G. J., &amp; Whitford, A. B.</b> (2016). <i>The Political Economy of Public Administration: Institutional Choice in the Public Sector</i>. Cambridge: Cambridge University Press.</li> <li>2. <b>Rainey, H. G.</b> (2014). <i>Understanding and Managing Public Organizations</i> (5th Edition). San Francisco: Jossey-Bass.</li> <li>3. <b>Perry, J. L., &amp; Hodge, A.</b> (2018). <i>Motivation in Public Management: The Call of Public Service</i>. Oxford: Oxford University Press.</li> <li>4. <b>O'Leary, R., &amp; Bingham, L. B.</b> (2017). <i>The Collaborative Public Manager: New Ideas for the Twenty-First Century</i>. Georgetown: Georgetown University Press.</li> <li>5. <b>Kettunen, P., &amp; Kalliokoski, P.</b> (2019). <i>Administrative Science: The Theory and Practice of Public Administration</i>. London: Routledge.</li> <li>6. Teori Organisasi dan Administrasi, Kusdi, Salemba Empat (KR)</li> <li>7. Administration Unraveled, Mc Cleskey 2011 (MC)</li> <li>8. Administration and Management Theory and Technique, Ina R Barrett, 2012 (IRB)</li> <li>9. Lead by GCG, Mas Achmad Daniri, Gagasan Bisnis, 2014</li> </ol>				

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|  | <ol style="list-style-type: none"><li>10. Pedoman tata kelola perusahaan di Indonesia, OJK 2014 (OJK)</li><li>11. Principles of Management, Salior Foundatio</li></ol> |
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