

Name: Introduction to Administrative Science					
Module/Course Code: FIA60003	Student workload: 510 Minutes / Week	Credits (ECTS): 4.53 ECTS	Semester 1	Frequency Semester Odd	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 (S1)
1	Prerequisites for participation -				
2	<p>Intended Learning Outcomes:</p> <p>ILO 1 Students can understand the concepts and theories about the process of designing and managing public sector organizations, implementing public policies, managing services and public participation</p> <p>ILO 5 Students can understand and analyse the concepts and theories of ethics and integrity of public administration</p> <p>Course Learning outcomes</p> <ol style="list-style-type: none"> <li>1. Understand the theory and development of Public Administration as an academic discipline, as well as the goals, structure, organization, and functions of the state.</li> <li>2. Using appropriate theories, concepts, and skills as students, researchers, and community servants.</li> <li>3. Understand the roles and functions of various government institutions, structures, and programs.</li> <li>4. Analyze and critically reflect on socio-economic phenomena in democratic developing countries to address challenges through developing practice-driven solutions reinforced by theory-driven arguments.</li> <li>5. Understand and appreciate the complexities involved in public sector environments and decision-making processes with limited resources to meet unlimited needs.</li> <li>6. Understand the responsibility for effective and efficient service delivery to ensure the fulfillment of the needs of democracy and citizen development.</li> </ol>				
3	<p>Description:</p> <p>The introductory public administration course explains the description and explanation of public administration science and its use to solve problems faced by the public. The discussion of this course includes: theory and concept of public administration, the development of public administration studies, the political context of public administration, the interorganizational context of public administration, bureaucratic ethics and public services, designing and managing public organizations, planning, implementing and evaluating public policies, budgeting and public sector financial management, human resource management, leadership and ability to manage public organizations, administrative reform and utilization of information technology in the public sector and the future of public services. Introduction to Administrative Science is a field of science that is intended to study the process of selecting alternatives and implementing them based on clear and transparent criteria, so that they can help provide alternative decisions that are rational and reasonable, that Introduction to Administrative Science is selected or rejected. In an office/agency, careful attention is</p>				

	<p>needed so as not to be trapped in choices that are only for the interests of certain groups or political bias. Administrative knowledge in concepts, dimensions or in strategies will be more meaningful and useful. As a Public Administration student, it is important to understand the theoretical foundations of Public Administration as an academic discipline. Theories provide philosophies, premises, principles and abstract concepts that help in explaining reality. Knowledge of theory will make it possible to use scientifically based arguments. This course explains the fundamental background on the history and development of Public Administration as an academic discipline. In addition, it also discusses the application of theory to administrative practice in the public sector, especially in developing and democratic countries.</p>
4	Teaching methods: lectures, discussions
5	Assessment methods: assignments, Mid-Term Exam, Final-Term Exam, quizzes,
6	<p>Other information e.g. bibliographical references:</p> <ol style="list-style-type: none"> <li>1. Henuk Kacaribu, A. (2020). Pengantar Ilmu Administrasi. Yogyakarta: Penerbit Andi.</li> <li>2. Haidir, J. L. (2019). Administrasi dan Perencanaan Pengembangan Sumber Daya Manusia (Optimalisasi bagi personel sekolah dan korporasi). Jakarta: Prenadamedia Group.</li> <li>3. Sawir, M. (2021). Ilmu Administrasi Dan Analisis Kebijakan Publik Konseptual Dan Praktik. Sleman: CV BUDI UTAMA .</li> <li>4. Rahman, M. (2017). Ilmu Administrasi. Makassar: SAH MEDIA.</li> </ol>