

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"> 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	<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. 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.</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"> 1. Shafritz, J. M., Ott, J. S., & Jang, Y. S. (2021). <i>Classics of Organization Theory</i> (8th ed.). Boston: Cengage Learning. 2. Simon, H. A. (2019). <i>Administrative Behavior: A Study of Decision-Making Processes in Administrative Organizations</i> (5th ed.). New York: Free Press. 3. Denhardt, R. B., Denhardt, J. V., & Aristigueta, M. P. (2019). <i>Managing Human Behavior in Public and Nonprofit Organizations</i> (5th ed.). Thousand Oaks, CA: Sage Publications. 4. Raadschelders, J. C. N. (2020). <i>Public Administration: The Interdisciplinary Study of Government</i> (2nd ed.). Oxford: Oxford University Press. 5. Gulick, L., & Urwick, L. (Eds.). (2018). <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. Lead by GCG, Mas Achmad Daniri, Gagah Bisnis, 2014 9. Pedoman tata kelola perusahaan di Indonesia, OJK 2014 (OJK) 10. Principles of Management, Salior Foundatio 				