

Name : Introduction to Administrative Science					
module/course code :	Student workloads:	Credits (ECTS):	Semester :	Frequency :	Duration :
FIA60003	510 minutes/week	4.53 ECTS	1	Odd	1 x per semester
	Types of courses :	Contact hours :	Independent study :	Class size X students :	
	Tutorial/Lecture/Response	150 minutes/week	360 minutes/week	30 students	
1	Prerequisites for participation : no prerequisites				
2	Learning outcomes : 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	Description : 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 covers 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. In addition, students are expected to be able to design systems appropriate administration for the organization and able to manage the changes that occur				
4	Teaching methods: 1. project work 2. case studies 3. group work 4. lectures 5. discussions 6. seminars				
5	Assessment methods: Presentation 10% Discussion 10% 3 Tasks 20% Quiz 10% MIDDLE SEMESTER EXAM 25% FINAL SEMESTER EXAM 25%				

6	<p>Other information e.g. bibliographical references:</p> <ol style="list-style-type: none"><li>1. Organizational and Administrative Theory, Kusdi, Salemba Empat (KR)</li><li>2. Administration Unraveled, McCleskey 2011 (MC)</li><li>3. Administration and Management Theory and Technique, Ina R Barrett, 2012 (IRB)</li><li>4. Lead by GCG, Mas Achmad Daniri, Business Ideas, 2014</li><li>5. Guidelines for corporate governance in Indonesia, OJK 2014 (OJK)</li><li>6. Principles of Management, Salior Foundation</li><li>7. Management, Robbins 2012</li></ol>
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