

Name: Introduction to Administrative Science					
module/course code:	Student workload: 340 Minutes/Week	Credits (ECTS): 3	Semester 1	Frequency Odd Semester	Duration
Types of courses: Tutorial/Lecture/Response		Contact hours: 100 minutes/week	Independent study 240 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 governance of organizations and information both public and business</li> <li>2. Understand the purpose, principles and approaches of organizational and information governance for both public and business</li> <li>3. Understand the organization's governance organs: Board of Commissioners and Committees - Committees: audit, remuneration, recruitment, etc.</li> <li>4. Understand and implement management principles</li> <li>5. Understand the classical schools of administration: Taylor, Weber, Marry Parker Follet, Barnard</li> <li>6. Understand behavioral streams and human relations approaches</li> <li>7. Understanding and planning, the importance of planning and types of planning</li> <li>8. Using planning tools</li> <li>9. Understand organizing, organizing principles, and contingency factors in organizational design.</li> <li>10. Design/draft the organizational structure</li> <li>11. Understand leadership, leadership theory and the function of communication and information in organizations.</li> <li>12. Understanding motivation in organizations</li> <li>13. Understand the importance of control and information control techniques in organizations</li> </ol>				
3	<p>Description</p> <p>The introductory administration course aims to provide knowledge for students about administration as an instrument for running organizations (public and business), changes (evolution) in the concept of administration, and how to design an appropriate administrative system.</p> <p>The subject matter of this course includes the concept of administration, organizational governance (public and business), 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 differences compared to management, the evolution of the concept of administration, and the administrative process. In addition, students are expected to be able to design the right administrative system for the organization and be able to manage changes that occur.</p>				
4	<p>Teaching methods:</p> <ol style="list-style-type: none"> <li>1. Lectures</li> </ol>				

5	Assessment methods: <ol style="list-style-type: none"><li>1. Assignments,</li><li>2. Middle semester examination</li><li>3. Quizzes</li><li>4. Final semester examination</li></ol>
6	Other information e.g. bibliographical references: <ol style="list-style-type: none"><li>1. Management, Robbins and Coulter, 2018</li><li>2. The Evolution of Corporate Governance, Tricker, 2020</li><li>3. Organization and Administration Theory, Kusdi, Salemba Empat (KR)</li><li>4. Administration Unraveled, Mc Cleskey 2011 (MC)</li><li>5. Lead by GCG, Mas Achmad Daniri, Gagasan Bisnis, 2014</li><li>6. Guidelines for corporate governance in Indonesia, OJK 2018 (OJK)</li></ol>