DESCRIPTION: The course of Management discusses Management Concepts, principles, functions and approaches including the practical aspects of managerial roles and functions such as communication, motivation, leadership, conflict management and controlling in business and non-profit organizations.

GENERAL INSTRUCTIONAL OBJECTIVES:
- Providing the students with the basic knowledge about management science
- Providing the students with the basic knowledge about managerial skill and how to use and implementing management’s function
- Describe what managers do and describe the rewards and challenges of being a manager.
- To prepare students to be future managers for the global challenges and to make them more effective and efficient as persons as well as managers.

COMPETENCIES (Specific Instructional Objectives):
- A1: Student know the nature and propose of management
- A2: Understand that management as a theoretical science, applies to all kinds of organizations and to managers at all organizational levels
- A3: Explain the concepts of productivity, effectiveness, and efficiency
- A4: Describe the evolution of management, their contributions, as well as their limitations
### A5 Define the managerial functions of planning, organizing, staffing, leading and controlling
### A6 Leadership, Communication and Motivation
### A7 Conflict in Organizations, Decision making and Problem solving
### A8 Understand the process of decision making and the importance of creativity and innovation in managing
### A9 Identify the trends in information technology and globalization

### PRE-REQUISITE:
None

### TOOLS:
PC, LCD, Sound-system, mic, AC, Online internet resources, Sound-system,, white board

### LEARNING STRATEGY:

<table>
<thead>
<tr>
<th>INDIVIDUAL STUDY</th>
<th>CLASSROOM ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Study</td>
<td>Discussion, Description</td>
</tr>
<tr>
<td></td>
<td>Exercises, examples</td>
</tr>
<tr>
<td></td>
<td>Student Presentation</td>
</tr>
</tbody>
</table>

### CLASS POLICY
1. Students should wear complete uniform when entering class
2. Students must attend class on time, the delay is only tolerable 15 minutes
3. Students must attend classes at least 80% of the total days of lectures, when less than 80% are not allowed to take exams
4. Mobile phones must be in silent mode during class
5. Rules and regulations related to attitude & behavior and absenteeism must follow STPPH’s policy

### TEXT BOOKS (MAIN)
ONLINE MATERIALS (REFERENCES)

REFERENCE (USED IN THIS SYLLABUS)

7. Prof. Dr. Veithzal Rivai, MBA : *Kepemimpinan dan Perilaku Organisasi*, PT Grafindo Persada, Jakarta 2004
10. Dr. Badrudin, M.Ag, Dasar Dasar Manajemen, Albabeta, Bandung, 2014

GRADING SCHEMA

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>PERCENTAGE</th>
<th>COMPETENCIES</th>
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<tbody>
<tr>
<td>ASSIGNMENT/ KAT 1</td>
<td>10%</td>
<td>A1, A2, A3</td>
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<tr>
<td>ASSIGNMENT/ KAT 2</td>
<td>10%</td>
<td>A1, A2, A3, A4</td>
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<tr>
<td>ASSIGNMENT/KAT 3</td>
<td>15%</td>
<td>A4, A5, A6, A7</td>
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<tr>
<td>MID TERM EXAM</td>
<td>25%</td>
<td>A1-A5</td>
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<tr>
<td>FINAL EXAM</td>
<td>40%</td>
<td>A6-A9</td>
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</tbody>
</table>
# COURSE PLANNER

<table>
<thead>
<tr>
<th>SESSION</th>
<th>COMPETENCIES (Knowledge, Skill, and Attitude)</th>
<th>TOPICS</th>
<th>ACTIVITIES / LEARNING METHOD</th>
<th>ASSESSMENT</th>
<th>MEDIA</th>
<th>RESOURCES</th>
</tr>
</thead>
</table>
| 1       | Session 1                                   | To make the students understands the principles of management and managerial skills | - The view of management?  
- Why study management?  
- What is an organization?  
- Who are manager?  
- What do managers do?  
- The types and level of managers  
- Management functions  
- Managerial skills | Listening Lecture Notes – 40 minutes  
Classroom Discussion – 60 minutes | Assignment 1 : Students in the group conducted a survey into the company profile | PC, LCD, Sound-system, mic, AC,  
| 2       | Session 2                                   | Global Management, theory and practice  
Global, Comparative and Quality Management | - Environment of organization  
- Global, Comparative and Quality Management | Listening Lecture Notes – 40 minutes  
Classroom Discussion – 60 minutes | Assignment 2 : Assignment of individual students to create a profile of a manager who became his idol (biography) | PC, LCD, Sound-system, mic, AC,  
T. Hani Handoko : “ |
<table>
<thead>
<tr>
<th>SESSION</th>
<th>COMPETENCIES (Knowledge, Skill, and Attitude)</th>
<th>TOPICS</th>
<th>ACTIVITIES / LEARNING METHOD</th>
<th>ASSESSMENT</th>
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</table>
| **Session 3**  | **Thursday Sep, 6**  | **To provide the students with knowledge about manager and their environment** | • Environment of organization  
• Internal and external environment  
• SWOT analyze  
• Social responsibility & ethic  
• Organizational Culture  
• Competitive advantage | Listening Lecture Notes – 40 minutes  
Classroom Discussion – 60 minutes | Group assignment & presentation / class discussion | PC, LCD, Sound-system, mic, AC, Actual sample showed by film/Video clips, online internet resources,etc | Peter F Drucker : *An Introductory View Of Management*, Harper & Row, Publisher Inc – 1977  
| **Session 4**  | **Thursday Sep, 13**  | **To make students understand the principles of planning** | • Foundations of planning  
• Purposes of planning  
• The planning process  
• Strategic Plan and Operational Plan  
• Strategic Management | Listening Lecture Notes – 40 minutes  
Classroom Discussion – 60 minutes | Group assignment & presentation / class discussion | PC, LCD, Sound-system, mic, AC, Actual sample showed by film/Video clips, online internet resources,etc | Stephen P Robbins, Mary Coulter : "Management“ 8th Edition, Pearson Prentice Hall, 2005  
<table>
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<th>SESSION</th>
<th>COMPETENCIES (Knowledge, Skill, and Attitude)</th>
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<th>ACTIVITIES / LEARNING METHOD</th>
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</table>
| Session 5 | To make the students understand how to make a decision and solved the problem | • Define of decision making or problem solving  
• Types of problem, types of decision  
• Decision making process  
T. Hani Handoko : “Manajemen” Edisi II, BPFE Yogyakarta, 1994 |
| Session 6 | To provide the students with the knowledge about organizing process | • Organizing Principles  
• Organizing Process  
• Organizational Structure and design  
• Human Resource Management  
Heinz Weihrich, Harold |
<table>
<thead>
<tr>
<th>SESSION</th>
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**Session 7**

Thursday Oct, 4

To provide the students with the knowledge about Leading process

- Define of leadership
- The requirements of good leader
- Power and authority
- The style of leadership
- Managerial Grid

Listening Lecture Notes – 40 minutes
Classroom Discussion – 60 minutes

Group assignment & presentation / class discussion

PC, LCD, Sound-system, mic, AC, Actual sample showed by film/Video clips, online internet resources, etc

SawaljoPuspopranoto, MEc,MBA : *Manajemen Bisnis, Konsep, Teoridan Aplikasi*, Penerbit PPM 2006


**Session 8**

Thursday Oct, 11

Mid Term Exam

A1 – A5

**Session 9**

Thursday Oct, 18

To make the students understand the concept of motivation

- Define and introduction of motivation approach
- Stimulus of

Listening Lecture Notes – 40 minutes
Classroom Discussion – 60 minutes

Group assignment & presentation / class discussion

PC, LCD, Sound-system, mic, AC, Actual sample

Prof.Dr. VeithzalRivai, MBA : *Kepemimpinan dan Perilaku Organisasi*, PT
<table>
<thead>
<tr>
<th>SESSION</th>
<th>COMPETENCIES (Knowledge, Skill, and Attitude)</th>
<th>TOPICS</th>
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<td></td>
<td></td>
<td>motivation&lt;br&gt; • Motivations theory&lt;br&gt; • Motivation tools</td>
<td>minutes</td>
<td>showed by film/Video clips, online internet resources, etc</td>
<td>GrafindoPersada, Jakarta 2004&lt;br&gt; Heinz Weihrich, Harold Koontz : “Management A Global Perspective” 11th Edition, McGraw Hill – 2005 Chapter :</td>
<td></td>
</tr>
<tr>
<td><strong>Session 10</strong>&lt;br&gt; Thursday&lt;br&gt; Oct, 25</td>
<td>To make the students understand the Communication skills for managers</td>
<td>• Define and process of communication&lt;br&gt; • Barriers to effective communication</td>
<td>Listening Lecture Notes – 40 minutes Classroom Discussion – 60 minutes</td>
<td>Group assignment &amp; presentation / class discussion</td>
<td>PC, LCD, Sound-system, mic, AC, Actual sample showed by film/Video clips, online internet resources, etc</td>
<td>Dr. Mamduh M Hanafi, MBA : Manajemen, UPP AMP YKPN – Yogyakarta 2003&lt;br&gt; T. Hani Handoko : “Manajemen” Edisi II, BPFE Yogyakarta, 1994&lt;br&gt; Stephen P Robbins, Mary Coulter : “Management “ 8th Edition, Pearson Prentice Hall, 2005</td>
</tr>
<tr>
<td><strong>Session 11</strong>&lt;br&gt; Thursday&lt;br&gt; Nov, 1</td>
<td>To make the students understand the staffing, recruiting, training and developing</td>
<td>• Human Resources Management and selection&lt;br&gt; • Performance Appraisal&lt;br&gt; • Managing change through Manager and Organization</td>
<td>Listening Lecture Notes – 40 minutes Classroom Discussion – 60 minutes</td>
<td>Group assignment &amp; Group Presentation / class discussion</td>
<td>PC, LCD, Sound-system, mic, AC, Actual sample showed by film/Video clips, online internet</td>
<td>Stephen P Robbins, Mary Coulter : “Management “ 8th Edition, Pearson Prentice Hall, 2005&lt;br&gt; R. Wayne Mondy &amp; Robert M. Noe : “Human Resource Management” Ninth</td>
</tr>
<tr>
<td>SESSION</td>
<td>COMPETENCIES (Knowledge, Skill, and Attitude)</td>
<td>TOPICS</td>
<td>ACTIVITIES / LEARNING METHOD</td>
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</table>

**Session 12**

Thursday Nov, 8

To provide the students with the knowledge of how to controlling the operational of organization

- Foundation of control
- The controlling process
- The characteristic of effective controls
- Types of control
- Control techniques
- Quantitative and qualitative control

Listening Lecture Notes – 40 minutes
Classroom Discussion – 60 minutes

Group assignment & presentation / class discussion

PC, LCD, Sound-system, mic, AC,
Actual sample showed by film/Video clips, online internet resources, etc

T. Hani Handoko : “Manajemen” Edisi II, BPFE Yogyakarta, 1994


**Session 13**

Thursday Nov, 15

Final Examination

A6 – A9
### ACTIVITIES GUIDE & LEARNING STRATEGY

<table>
<thead>
<tr>
<th>No</th>
<th>Methods</th>
<th>Learning Media/resource</th>
<th>No</th>
<th>Methods</th>
<th>Learning Media/resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teaching (Speaking)</td>
<td>PC, LCD, Sound-system, mic, AC, etc.</td>
<td>11</td>
<td>Contextual Learning</td>
<td>Actual samples and cases presented in film or video clips, online-internet resources, sound system, LCD, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Question - Answer (sharpening)</td>
<td>Microphones (2 sets), Sound-system, AC, etc.</td>
<td>12</td>
<td>Quiz (examining)</td>
<td>Questions bank/sets, answering sheets</td>
</tr>
<tr>
<td>3</td>
<td>Group Discussion (Guiding)</td>
<td>classroom and table-chairs for the group members, 2 sets of wireless microphone, Sound System, AC, etc.</td>
<td>13</td>
<td>Mind mapping (investigating)</td>
<td>Working sheets, flipcharts, colored markers, LCD, PC, and online-internet resources, etc.</td>
</tr>
<tr>
<td>4</td>
<td>Watching Movies (Meaning)</td>
<td>Online Internet, Sound-system, LCD, AC, selected video clips, etc.</td>
<td>14</td>
<td>Cooperative Script (one on one discussing)</td>
<td>Working sheets, scripts, and scissors, reflective questions, etc.</td>
</tr>
<tr>
<td>5</td>
<td>Team Work (Cooperative)</td>
<td>Paper and pencil, colored markers, flipcharts, tapes, glue, AC, sound systems, etc.</td>
<td>15</td>
<td>Personal Understanding (Student Explain topic)</td>
<td>Mic, Sound-system, LCD, PC, etc.</td>
</tr>
<tr>
<td>6</td>
<td>Moving in Class (Coaching)</td>
<td>Classroom, simulation and demonstration equipments, white boards and marker, flip charts, etc.</td>
<td>16</td>
<td>Debate in Seminars</td>
<td>Seminar room, Mic, Sound system, chairs and tables, debate questions, etc.</td>
</tr>
<tr>
<td>7</td>
<td>Exercise Skill (Training)</td>
<td>PC, LCD, Sound-System, Online internet, wireless microphones, dll</td>
<td>17</td>
<td>Problem Base Learning</td>
<td>Cases and problems descriptions, Microphone, PC, LCD, etc.</td>
</tr>
<tr>
<td>8</td>
<td>Moving out class (Facilitating)</td>
<td>Library and sport facilities, etc</td>
<td>18</td>
<td>Role Playing (synchronizing)</td>
<td>Classroom, microphones and sound system</td>
</tr>
<tr>
<td>9</td>
<td>Reflection Topic (Improving)</td>
<td>Microphones, Sound-system, paper and pencil, colored markers, etc</td>
<td>19</td>
<td>Sharing (humanizing)</td>
<td>Microphone, Sound system, LCD, PC, etc.</td>
</tr>
<tr>
<td>10</td>
<td>Group Presentation (Growing)</td>
<td>Powerpoint presentations</td>
<td>20</td>
<td>Games Constructive</td>
<td>Classroom, microphone, Sound-system, paper and pencil/pen, etc.</td>
</tr>
</tbody>
</table>
Syllabus Contract

As a student representative and the instructor of the course of Principles of Management. Hereby, we acknowledge that we have read and understood the course syllabus given. If prior to the learning activities there are concerns or questions that require a further elaboration regarding the learning plan and activities in this syllabus, we will discuss them technically and adjust them as required and agreed. Then if this syllabus are updated, there will be an announcement prior to the schedule.

With this, the syllabus is agreed and will be put into effect as soon as it has been signed.

Lecturer,  
Batch 2016, Class A

( Toni N M Sitompul, M.M. )

Student Representative,  
( ............................................ )

( Dr. Diena M. Lemy, A.Par., M.M.)

Checked,  
Head of Department,

Approved,  
Dean,

(Dr. Amelda Premezewary, A.Par., M.M.)

( Dr. Amelda Premezewary, A.Par., M.M.)
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With this, the syllabus is agreed and will be put into effect as soon as it has been signed.

Lecturer, 

Student Representative,
Batch 2016, Class B

( Toni N M Sitompul, M.M. )

( ............................................ )

Checked,
Head of Department,

Approved,
Dean,

( Dr. Amelda Pramezvary, A.Par.,M.M. )

( Dr. Diena M. Lemy, A.Par.,M.M.)