



**COURSE OUTLINE
and
SET OF COURSE**

Course : INTRODUCTION TO MANAGEMENT
Code/credits : ED 242 / 3 SKS

**MANAGEMENT DEPARTMENT
FACULTY OF ECONOMICS
DIPONEGORO UNIVERSITY
SEMARANG**

COURSE OUTLINE

COURSE : INTRODUCTION TO MANAGEMENT

Code / Credit : ED 242 / 3 Credits

Brief Description : The course discuss the basic concepts of management, management functions, and the application of management principles on organization/enterprise

General Objectives : Upon completion of the course, student will be able to explain the basic concepts of management, management functions, and the application of management principles on organization/enterprise

No	Chapter Objectives	Main Themes	Sub-themes	Est. time	References
1.	After completing this session, students should be able to explain the basic concepts of management	Basic Concepts of Management	<ul style="list-style-type: none"> a. Scope of the study b. Definitions of management c. The importance of management d. Management as science, art, and profession e. The difference understandings of management f. Various applications of management terms 	150 minutes	<ul style="list-style-type: none"> A. Hani, Handoko., Manajemen, BPFE Yogya, 1991, pp. 6, 8-15 B. Koontz, Harold., Cyrill O'Donnell, Heinz Wehrich., Manajemen, 1st Ed., Erlangga, 1990, pp. 4-14 C. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995, pp. 7-10, 24-26 D. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992, pp. 15-17
2.	After completing this session, students should be able to explain the management, manager, and historical background of management	Management, Manager, and Historical Background of Management	<ul style="list-style-type: none"> a. Levels of management b. The functions of manager, management, time schedule of a manager, and managerial skills c. Early development of 	150 minutes	<ul style="list-style-type: none"> A. Pp. 17-37, 39-59. B. Pp. 29-56, 75. C. Pp. 35-53 D. Pp. 19-26

			<ul style="list-style-type: none"> d. management theory d. Classical theory, human relations approach e. Modern management approach f. The development of management in the future 		
3.	After completing this session, students should be able to explain the manager and the external environment of organization	Manager and the External Environment of Organization	<ul style="list-style-type: none"> a. The external environment factors b. The micro external environment c. The macro external environment d. Organization and its environment e. Social responsibility of a manager 	150 minutes	<ul style="list-style-type: none"> A. Pp. 62-73. B. Pp. 89-91. C. Pp. 65-84.
4.	After completing this session, students should be able to explain the planning process	Planning Process	<ul style="list-style-type: none"> a. Definitions of planning b. Four basic stages of planning c. The relationship of planning and the other management functions d. Types of strategic planning and one-shot planning e. Benefits and limitations of strategic planning f. Constraints and assessment criterias 	150 minutes	<ul style="list-style-type: none"> A. Pp. 77-105. B. Pp. 121, 124-140, 264-275. C. Pp. 112-114, 117-121, 143- 144, 146-147. D. Pp. 47
5.	After completing this session, students should be able to explain the setting of organizational goal	Setting The Organizational Goal	<ul style="list-style-type: none"> a. Mission and goals of an organization b. Types of goal and the process of goal setting c. The development of goals d. Goal statement and management by objectives (MBO) 	150 minutes	<ul style="list-style-type: none"> A. Pp. 108-128 B. Pp. 157-172 C. Pp. 121-131

			e. Strengths and weaknesses of MBO and effective MBO		
6	After completing this session, students should be able to explain the decision making	Decision Making	a. Types of decision b. The process of decision making c. Styles in decision making d. Quantitative methods in decision making	150 minutes	A. Pp. 130-133, 145-164. B. Pp. 244. C. Pp. 174-175
7	After completing this session, students should be able to explain organizing and organizational structures	Organizing and Organizational Structures	a. Definitions of organization b. Division of works c. The matrix form of organization d. Project based organization and matrix e. Formal task groups in organization f. Benefits and limitations of committee and informal organizations	150 minutes	A. Pp.167-193. B. Pp. 298-301, 331-340, 411-418, 445-447 C. Pp. 283-290, 298-299, 305-309. D. Pp. 67, 100-103
8.	After completing this session, students should be able to explain the coordination and span of control	Coordination and Span of Control	a. The need for coordination b. Constraints of effective coordination c. Mechanisms and basic coordination d. The improvement of potential coordination e. The ideal span of control f. Span of control and levels of organization	150 minutes	A. Pp. 195-202, 205-209. C. Pp. 318-327
9.	After completing this session, students should be able to explain the authority and departmentalization in organization	Authority and Departmentalization in Organization	a. Definitions of authority b. Power and influence c. Line and staff structure d. Sources of conflict between line and staff e. Guidances for effective delegation f. Why manager fail to	150 minutes	A. Pp. 211-231. B. Pp. 348-369 C. Pp. 356, 362-364, 366-368, 370. D. Pp. 117

			delegate tasks to subordinates		
10	After completing this session, students should be able to explain the organizing and planning of personnel	Organizing and Planning of Personnel	<ul style="list-style-type: none"> a. The process of personnel forming b. Human resources management planning c. Meeting future human resources needs d. Employee recruitment and selection e. Orientation and employee development f. Compensation and benefit 	150 minutes	<ul style="list-style-type: none"> A. Pp. 233-247.. C. Pp. 178-184, 193-195, 200-205
11	After completing this session, students should be able to explain the motivation	Motivation	<ul style="list-style-type: none"> a. Different views to motivation b. Traditional and human relations approach c. Various methods in gaining motivation d. Motivation theory, reward process e. Habits forming, fairness theory 	150 minutes	<ul style="list-style-type: none"> A. Pp. 31, 331-341, 346-356 C. Pp. 77-78 D. Pp. 2-3, 13-17, 37-56
12.	After completing this session, students should be able to explain the communication and leadership	Communication and Leadership	<ul style="list-style-type: none"> a. Understanding communication b. Interpersonal communication c. Organizational communication d. Definitions of leadership e. Theories of leadership f. Leadership issues today 	150 minutes	<ul style="list-style-type: none"> A. Pp. 359-374. C. Pp. 195, 197-199, 209-214. D. Pp. 258-259, 263, 273-274.
13.	After completing this session, students should be able to explain the organizational development and conflict management	Organizational Development and Conflict Management	<ul style="list-style-type: none"> a. Forces that causing internal and external change b. Structural approach, technological change, personal approach, and 	150 minutes	<ul style="list-style-type: none"> A. Pp. 31, 331-341, 346-356 C. Pp. 77-78 D. Pp. 2-3, 13-17, 37-56

			<ul style="list-style-type: none"> various conditions for successful program c. Definitions of conflict, types, conflict management, conflict resolution d. Conflict resolution between line and staff 		
14	After completing this session, students should be able to explain the foundations and methods of controlling	Foundations and Methods of Controlling	<ul style="list-style-type: none"> a. Definitions of controlling b. Stages in controlling process and the importance of controlling c. Tools for managerial controlling d. Characteristics for effective controlling e. Types of controlling methods f. Types of qualitative methods on controlling g. Types of quantitative methods on controlling 	150 minutes	<ul style="list-style-type: none"> A. Pp. 375-406 B. Pp. 359-374. C. Pp. 195, 197-199, 209-214. D. Pp. 258-259, 263, 273-274.

SET OF COURSE

Course : INTRODUCTION TO MANAGEMENT
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 1

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the definitions and importance of management
- b. Explain the difference understandings of management
- c. Explain the various applications of management terms

B. Main Themes : Basic Concept of Management

C. Sub-Themes : 1. Scope of the study
 2. Definitions of management
 3. The importance of management
 4. Management as a science, art, and profession
 5. The difference understandings of management
 6. Various applications of management terms

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	<ol style="list-style-type: none"> 1. Explaining the brief contents of introduction to management for a semester 2. Explaining benefits of the subject 3. Explaining the competency of GO and CO 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

Contents	<ol style="list-style-type: none"> 1. Scope of the study 2. Definitions of management 3. The importance of management 4. Management as a science, art, and profession 5. The difference understandings of management 6. Various applications of management terms 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Weihrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 2

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the levels of management
- b. Explain the functions of manager
- c. Explain the historical background of management

B. Main Themes : Management, Manager, and Historical Background of Management

C. Sub-Themes : 1. Levels of management
 2. The functions of manager, management, time schedule of a manager, and managerial skills
 3. Early development of management theory
 4. Classical theory, human relations approach
 5. Modern management approach
 6. The development of management in the future

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 2 nd session	1. Listening 2. Discussion	OHT, OHP & whiteboard

	<ol style="list-style-type: none"> 2. Explaining benefits of learning management, manager, and historical background of management 3. Explaining the competency of GO and CO 		
Contents	<ol style="list-style-type: none"> 1. Levels of management 2. The functions of manager, management, time schedule of a manager, and managerial skills 3. Early development of management theory 4. Classical theory, human relations approach 5. Modern management approach 6. The development of management in the future 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Wehrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 3

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the environment of organization
- b. Explain the social responsibility of manager

B. Main Themes : Manager and the External Environment of Organization

C. Sub-Themes : 1. External environment factors
 2. The micro side of external environment
 3. The macro side of external environment
 4. Organization and its environment
 5. Social responsibility of a manager

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 3 rd session 2. Explaining benefits of learning manager and the external environment of	1. Listening 2. Discussion	OHT, OHP & whiteboard

	organization 3. Explaining the competency of GO and CO		
Contents	1. The external environment factors 2. The micro side of external environment 3. The macro side of external environment 4. Organization and its environment 5. Social responsibility of a manager	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Wehrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995

SET OF COURSE

Course : INTRODUCTION TO MANAGEMENT
Code : ED 242 – 3 Credits
Estimated Time : 1 x 3x 50 Minutes
Session : 4

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

3. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the process of planning
- b. Explain the types of strategic planning
- c. Explain the benefits and limitations of planning

B. Main Themes : Planning Process

C. Sub-Themes : 1. Definitions of planning
2. Four basic stages of planning
3. The relationship of planning and the other management functions
4. Types of strategic planning and one-shot planning
5. Benefits and limitations of strategic planning
6. Constraints and assessment criteria

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
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Introduction	<ol style="list-style-type: none"> 1. Explaining the brief contents of introduction to management in the 4th session 2. Explaining benefits of learning planning process 3. Explaining the competency of GO and CO 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard
Contents	<ol style="list-style-type: none"> 1. Definitions of planning 2. Four basic stages of planning 3. The relationship of planning and the other management functions 4. Types of strategic planning and one-shot planning 5. Benefits and limitations of strategic planning 6. Constraints and assessment criteria 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Weihrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
Code : ED 242 – 3 Credits
Estimated Time : 1 x 3x 50 Minutes
Session : 5

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the mission and goals of an organization
- b. Explain the development of goals
- c. Explain the strengths and weaknesses of Management By Objectives

B. Main Themes : Setting the Organizational Goal

C. Sub-Themes : 1. Mission and goals of an organization
2. Types of goal and the process of goal setting
3. The development of goals
4. Goal statement and management by objectives (MBO)
5. Strengths and weaknesses of MBO and effective MBO

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to	1. Listening 2. Discussion	OHT, OHP & whiteboard

	management in the 5 th session 2. Explaining benefits of learning the setting of organizational goal 3. Explaining the competency of GO and CO		
Contents	1. Mission and goals of an organization 2. Types of goal and the process of goal setting 3. The development of goals 4. Goal statement and management by objectives (MBO) 5. Strengths and weaknesses of MBO and effective MBO	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Weihrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995

SET OF COURSE

Course : INTRODUCTION TO MANAGEMENT
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 6

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the types and styles in decision making
- b. Explain the process of decision making
- c. Explain the methods in decision making

B. Main Themes : Decision Making

C. Sub-Themes : 1. Types of decision
 2. The process of decision making
 3. Styles in decision making
 4. Quantitative methods in decision making

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 6 th session 2. Explaining benefits of learning the decision making 3. Explaining the competency	1. Listening 2. Discussion	OHT, OHP & whiteboard

	of GO and CO		
Contents	<ol style="list-style-type: none"> 1. Types of decision 2. The process of decision making 3. Styles in decision making 4. Quantitative methods in decision making 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Wehrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 7

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the division of works
- b. Explain the forms of organization
- c. Explain the benefits and limitations of committee and informal organization

B. Main Themes : Organizing and Organizational Structures

C. Sub-Themes : 1. Definitions of organization
 2. Division of works
 3. The matrix organization
 4. Project based organization
 5. Formal task groups in organization
 6. Benefits and limitations of committee and informal organizations

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to	1. Listening 2. Discussion	OHT, OHP & whiteboard

	management in the 7 th session 2. Explaining benefits of learning the process of organizing and organizational structures 3. Explaining the competency of GO and CO		
Contents	1. Definitions of organization 2. Division of works 3. The matrix organization 4. Project based organization 5. Formal task groups in organization 6. Benefits and limitations of committee and informal organizations	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Weihrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 8

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the process of coordination
- b. Explain the span of control in organization

B. Main Themes : Coordination and Span of Control

C. Sub-Themes : 1. Need for coordination
 2. Constraints of effective coordination
 3. Mechanisms and basic coordination
 4. The improvement of potential coordination
 5. The ideal span of control
 6. Span of control and levels of organization

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 8 th session 2. Explaining benefits of	Listening Discussion	OHT, OHP & whiteboard

	learning coordination and span of control 3. Explaining the competency of GO and CO		
Contents	1. Need for coordination 2. Constraints of effective coordination 3. Mechanisms and basic coordination 4. The improvement of potential coordination 5. The ideal span of control 6. Span of control and levels of organization	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
Code : ED 242 – 3 Credits
Estimated Time : 1 x 3x 50 Minutes
Session : 9

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the definitions of authority and power
- b. Explain the line and staff structure
- c. Explain the effective delegation

B. Main Themes : Authority and Departmentalization in Organization

C. Sub-Themes : 1. Definitions of authority
2. Power and influence
3. Line and staff structure
4. Sources of conflict between line and staff
5. Guidance for effective delegation
6. Why manager fail to delegate tasks to subordinates

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
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Introduction	<ol style="list-style-type: none"> 1. Explaining the brief contents of introduction to management in the 9th session 2. Explaining benefits of learning planning process 3. Explaining the competency of GO and CO 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard
Contents	<ol style="list-style-type: none"> 1. Definitions of authority 2. Power and influence 3. Line and staff structure 4. Sources of conflict between line and staff 5. Guidance for effective delegation 6. Why manager fail to delegate tasks to subordinates 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Weihrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 10

A. Objectives :

2. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

4. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the process of personnel planning
- b. Explain the employee recruitment and selection
- c. Explain the compensation and benefit

B. Main Themes : Organizing and Planning of Personnel

C. Sub-Themes : 1. Process of personnel forming
 2. Human resources management planning
 3. Meeting future human resources needs
 4. Employee recruitment and selection
 5. Orientation and employee development
 6. Compensation and benefit

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 10 th session	Listening Discussion	OHT, OHP & whiteboard

	<ol style="list-style-type: none"> 2. Explaining benefits of learning the process of organizing and planning of personnel 3. Explaining the competency of GO and CO 		
Contents	<ol style="list-style-type: none"> 1. Process of personnel forming 2. Human resources management planning 3. Meeting future human resources needs 4. Employee recruitment and selection 5. Orientation and employee development 6. Compensation and benefit 	<ol style="list-style-type: none"> 1. Listening and taking notes 2. Discussion 	OHT, OHP & whiteboard
Summary	<ol style="list-style-type: none"> 1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 11

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the different views of motivation
- b. Explain the theories of motivation
- c. Explain the various methods in motivation enhancement

B. Main Themes : Motivation

C. Sub-Themes : 1. Different views of motivation
 2. Traditional and human relations approach
 3. Various methods for improving motivation
 4. Motivation theory and reward process
 5. Habits forming and fairness theory

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 11 th session 2. Explaining benefits of	1. Listening 2. Discussion	OHT, OHP & whiteboard

	learning motivation 3. Explaining the competency of GO and CO		
Contents	1. Different views of motivation 2. Traditional and human relations approach 3. Various methods for improving motivation 4. Motivation theory and reward process 5. Habits forming and fairness theory	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
3. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 12

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the communication process
- b. Explain theories and issues of leadership

B. Main Themes : Communication and Leadership

C. Sub-Themes : 1. Understanding communication
 2. Interpersonal communication
 3. Organizational communication
 4. Definitions of leadership
 5. Theories of leadership
 6. Leadership issues today

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to management in the 12 th session 2. Explaining benefits of	1. Listening 2. Discussion	OHT, OHP & whiteboard

	learning communication and leadership 3. Explaining the competency of GO and CO		
Contents	1. Understanding communication 2. Interpersonal communication 3. Organizational communication 4. Definitions of leadership 5. Theories of leadership 6. Leadership issues today	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
3. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : INTRODUCTION TO MANAGEMENT
 Code : ED 242 – 3 Credits
 Estimated Time : 1 x 3x 50 Minutes
 Session : 13

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the organizational change
- b. Explain the conflict in organization

B. Main Themes : Organizational Development and Conflict Management

C. Sub-Themes : 1. Forces that causing internal and external change
 2. Structural approach, technological change, personal approach, and various conditions for successful program
 3. Definitions and types of conflict, conflict management, conflict resolution
 4. Conflict resolution between line and staff

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to	1. Listening 2. Discussion	OHT, OHP & whiteboard

	management in the 13 th session 2. Explaining benefits of learning organizational development and conflict management 3. Explaining the competency of GO and CO		
Contents	1. Forces that causing internal and external change 2. Structural approach, technological change, personal approach, and various conditions for successful program 3. Definitions and types of conflict, conflict management, and conflict resolution 4. Conflict resolution between line and staff	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Describing general materials for the next session	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
3. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992

SET OF COURSE

Course : **INTRODUCTION TO MANAGEMENT**
Code : ED 242 – 3 Credits
Estimated Time : 1 x 3x 50 Minutes
Session : 14

A. Objectives :

1. General Objectives (GO):

Upon completion of the course, student will be able to explain the basic concepts of management functions, and the application of management principles on organization/enterprise

2. Chapter Objectives (CO):

After completing this session, student should be able to:

- a. Explain the foundations of controlling
- b. Explain methods of controlling

B. Main Themes : Foundations and Methods of Controlling

C. Sub-Themes : 1. Definitions of controlling
2. Stages in controlling process and the importance of controlling
3. Tools for managerial controlling
4. Characteristics for effective controlling
5. Types of controlling methods
6. Types of qualitative methods on controlling
7. Types of quantitative methods on controlling

D. Learning Activities

Phases	Teacher Activities	Student Activities	Media
Introduction	1. Explaining the brief contents of introduction to	1. Listening 2. Discussion	OHT, OHP & whiteboard

	management in the 14 th session 2. Explaining benefits of learning planning process 3. Explaining the competency of GO and CO		
Contents	1. Definitions of controlling 2. Stages in controlling process and the importance of controlling 3. Tools for managerial controlling 4. Characteristics for effective controlling 5. Types of controlling methods 6. Types of qualitative methods on controlling 7. Types of quantitative methods on controlling	1. Listening and taking notes 2. Discussion	OHT, OHP & whiteboard
Summary	1. Summarizing the materials 2. Giving questions 3. Giving conclusion remarks	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Giving questions or case study for small groups discussion and it would then be discussed together to evaluate comprehensive understanding to the course materials

F. References:

1. Hani, Handoko., Manajemen, BPFE Yogya, 1991
2. Koontz, Harold., Cyrill O'Donnell, Heinz Wehrich., Manajemen, 1st Ed., Erlangga, 1990
3. Stoner, James A.F, Alfonsus Sirait, Manajemen, 1st Ed., Erlangga, 1995
4. Manullang, M, Dasar – Dasar Manajemen, Ghalia Indonesia, 1992