

SYLLABUS

Date / Revision Aug 9, 2018/SaP
Faculty Business and Social Sciences
Study Program MGT/IBA/INR

SUBJECT: Management Theory & Sociology

1 Basic Information

1.01	Subject Name	Management Theory & Sociology
1.02	Semester	3
1.03	Level	2
1.04	SKS	3
1.05	Mandatory / Curriculum	D-03
1.06	Subject Code	MGSO
1.07	Subject Code	BSS-D-MGSO-2000
1.08	Year	2017 (7)
1.09	Quality Control	Final Test, Quiz, see evaluation
1.10	Limitations	Min 12 and Max 32 students in one class
1.11	Combined with	MGT, IBA, INR
1.12	Prerequisite	None
1.13	Responsible	Dr. Prabowo Susetio, Dr (cand) Wulan, MBA & Dr. Samuel Prasetya
1.14	Revision	Aug 9, 2018/SaP

2 Description of Subject

This course is designed to give students a broad overview of the subject of management and provide information that help students to become a better manager later and also a better team member.

Topics to be covered: (1) essentials background for the successful manager, (2) the environment of management & (3) functions of management (planning, organizing, leading and controlling).

3 Objectives

- The primary functions of management (plan, organize, lead and control)
- The historical and philosophical origins of management

- The current management theories and practices
- The factors influencing ethical behavior
- The critical success factors that provide effective managerial performances

4 Competency

After having the course, students are expected to:

- Have a knowledge of what management is and know the primary functions of management (plan, organize, lead and control)
- Know the historical and philosophical origins of management
- Know current management theories and practices
- Identify factors influencing ethical behavior and discuss how ethical behavior can be encouraged by management
- Familiar with critical success factors that provide effective managerial performances in the following areas: leader, organizer, planner, decision maker, motivator and controller.

5 Learning Approach / Methodology

- Lectures/ Class contact (time-tabled) supplemented with interactive questions and answers;
- Discuss and describe the solution of the problem in the company;
- Tutorial/Laboratory/Practice Classes: preview of materials, revision and/or reports writing;
- Student Study Effort: homework/assignment; preparation for test/quizzes/ examination.

6 Evaluation

5.1	Absence maximum	25%
5.2	Participation in Discussion	05 Points
5.3	Homework/Classwork	05 Points
5.4	Presentation/Simulation/Paper	10 Points
5.5	Daily Quiz	20 Points
5.6	Final Examination	60 Points
	Total	100 Points

7 Text Book and Reference

1	Main Text Book: "Management", Daft, Richard L, 12 th Ed, Cengage Learning, ISBN # 978-1-285-86198-2
2	Supplement Textbooks: <ul style="list-style-type: none"> • "Critical success factors that provide effective managerial performances -- 2015", Authors: Kinicki, Angelo, and Brian K. Williams, Publisher: McGraw Hill, ISBN: 9780077720551 • Hand-outs • Journal articles

8 Content / Topics of Lecture

Week	Content/ Topics of Lecturing	Text Book Chapter	Remark
1	Introduction to Management: <ul style="list-style-type: none"> The World of Innovative Management The Evolution of Management Thinking 	Ch. 1 Ch. 2	Group formation
2	The Environment of Management (A): <ul style="list-style-type: none"> The Environment and Corporate Culture Managing in Global Environment 	Ch. 3 Ch. 4	Group Topic selections for Group writing project
3	The Environment of Management (B): <ul style="list-style-type: none"> Managing Ethics and Social Responsibilities Managing Start-Ups and New Ventures 	Ch. 5 Ch. 6	Presentation #1, group 1
4	Planning (A): <ul style="list-style-type: none"> Planning & Goal Setting Strategy Formulation and Execution Managerial Decision Making 	Ch. 7 Ch. 8 Ch. 9	Quiz 1 Draft 1
5	Organizing (A): <ul style="list-style-type: none"> Designing Organization Structure Managing Change and Innovation 	Ch. 10 Ch. 11	Presentation #1, group 2
6	Organizing (B): <ul style="list-style-type: none"> Managing Human Resources Managing Diversity 	Ch. 12 Ch. 13	Group discussion
7	Review Session	Ch. 1-13	Quiz 2 Draft 2
8	Semester Break		
9	Leading (A): <ul style="list-style-type: none"> Understanding Individual Behavior Leadership 	Ch. 14 Ch. 15	Presentation #2, Group 1
10	Motivating employees	Ch. 16	
11/12	Group & Teams Power, Influence & Leadership	Ch. 18	Quiz 3 Draft 3
13	Interpersonal & Organizational Communication	Ch. 17	Presentation #2, Group 2
14	Controlling: Managing Quality and Performance	Ch. 19	
15	Evaluations on previous chapters and quiz	All Chapter	Quiz 4 Final Draft
16	Silent Break		
17/18	Final Examination		