SYLLABUS

Date/Revision	June 20, 2016
Faculty	Business and Social Sciences
Approval	Dr. Samuel Prasetya

SUBJECT : Foundation of Management Thought

1. Identification of Subject:

Name of Subject   :   Foundations of Management Thought
Code of Subject   :   MGNT-1110
SKS/ECTS   :   2/3
Semester   :   3
Study Program   :   B-MGT
Lecturer   :   • M.N. Wulan, MBA
                              • Ficky

2. Competency (Learning Outcome)

Upon completion of this course, students are expected to be able to:

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

3. 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. The topics to be covered:

- Essentials background for the sucessful manager
- The environment of management
- Functions of management (planning, organizing, leading and controlling)

4. Learning Approach

Approach   :   Combination of Expository - inquiry and collaborative
Method   :   Discussions, questions/answers, sample problems/cases, group works
Student Task   :   Home work, presentation
Media   :   LCD projector

5. Evaluation

Maximum absences	:	25%
Projects (individual & group)	:	20 points
Presentation	:	10 points
Quizzes	:	10 points
Final Examination	:	60 points
Total	:	100 points

6. Contents/Topics of Lecturing

Week	Content/ Topics of Lecturing	Text Book Chapter	Remarks
1	• Introduction • The Exceptional Manager: what you do, how you do it • Management Theory: Essential background for the successful manager	Ch.1 & 2	Group formation
2	• Manager's changing work environment & Ethical Responsibilities • Global Management: Managing Across Borders	Ch. 3 & 4	Group Topic selections for Group writing project
3	• Planning: the foundations of succesful management	Ch. 5	Presentation #1, group 1
4	• Strategic Manaement: how exceptional managers realize a grand design • Individual & Group Decision Making: how managers make things happen	Ch.6 & 7	**Quiz 1 Draft 1**
5	• Organizing: Organizational Culture, Structure and Design: Building blocks of the organization	Ch. 8	Presentation #1, group 2
6	• Human Resources Management: Getting the right people for managerial succcess	Ch.9	
7	• Organizational Change & Innovation	Ch.10	**Quiz 2 Draft 2**
8	**Semester Break**		
9	• Leading: Managing Individual Differences & Behavior	Ch. 11	**Presentation #2, Group 1**
10	• Motivating employees	Ch.12	
11	• Group & Teams	Ch.13	
12	• Power, Influence & Leadership	Ch.14	**Draft 3**
13	• Interpersonal & Organizational Communication	Ch. 15	**Presentation #2 Group 2**
14	• Controlling: Control & Quality Control Improvement	Ch.16	

Week	Content/ Topics of Lecturing	Text Book Chapter	Remarks
	• Evaluation on the previous discussions & chapters		**Quiz 3**
	• Reviewing the previous chapters	Ch.1-16	**Final Draft**
15	**Semester Break**		
16	**Final Examination**	**Ch. 1-16**	

7. Book Reference:

- **Main Textbook**: Kinicki, Angelo, and Brian K. Williams (2015), *Management: A Practical Introduction,* 7th Edition, McGraw Hill. ISBN 9780077720551

- **Additional References**:
  1. Hand-outs
  2. Journal articles

7. Detail of Lecturing Activities (LESSON PLANS):

WEEK	:	**1**
Duration	:	2 x 50 minutes
Topic	:	**Introduction and management theory**
Sub-Topic	:	What is management
		Managers' roles, skills needed
		Classical, behavioral, quantitative, contigency and quality-management viewpoint
		Learning organization in an era of accelerated change

Learning Outcomes of Lesson:

1. **Main Competency**. The students are expected able to:
   - Understand and identify what is management, manager, roles of managers
   - Know and analyze the management theory viewpoints

2. **Supporting Competency**. The students are expected able to:
   - Understand the essential background for the successful manager

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduce the course objective, regulation and policy • Introduction to exceptional manager and management theory	• Group Formation	Lecturing

File:MGNT-1110 SAP Foundation of Management Theory.docx   3/16   QT 06.02/Rev.01

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Delivery	• Roles managers must play • Skills needed by manager • Entrepreneurial spirit • Viewpoints on management	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student next class lecture • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 1-2		

WEEK   :   **2**
Duration   :   2 x 50 minutes
Topic   :   **The manager's changing work environment & managing across border**
Sub-Topic   :   Responsibilities managers will have—ethical and social responsibilities
                 The characteristics of successful international manager
                 Cultural differences

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • identify and describe the community of stakeholders that managers have to deal with
   • explain the ethical and social responsibilities required in being a manager
   • identify and explain how companies expand internationally
   • discuss some of the cultural differences managers may encounter

2. Supporting Competency. The students are expected able to:
   • Understand, identify and describe the ethical and social responsibilities issues and what managers must do when managing internationally

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to ethical and social responsibilities issues and global management	• Group topic selections for group writing project	Lecturing

Delivery	• Explain managers must face in dealing with ethical and social responsibilities issues • Managing globally	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 3rd meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 3-4		

WEEK : **3**
Duration : 2 x 50 minutes
Topic : **Planning: The Foundation of Successful Management**
Sub-Topic : Planning & uncertainty
    Fundamentals of planning
    Promoting goal setting
    The planning cycle

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
    • identify the benefit of planning
    • identify how planning helps managers deal with uncertainty
    • Three types of planning: strategic, tactical, operational
    • Goals and action plans, MBO, SMART goals and planning cycle

2. Supporting Competency. The students are expected able to:
    • Understand and identify planning types

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to Planning chapter 5	• Presentation #1 Group 1	Lecturing

Delivery	• Planning and uncertainty • Types of planning	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 4th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 5		

WEEK   : **4**
Duration   : 2 x 50 minutes
Topic   : **Strategic Management & Decision Making**
Sub-Topic   : Chapter 6-7

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected to be able:
   • to describe strategic management and strategic planning and why they are important.
   • to describe how managers make things happen

2. Supporting Competency. The students are expected able to:
   • identify the strategic planning tools—SWOT analysis and forecasting
   • Porter's four competitive strategies
   • Decision making process

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to chapter 6-7	• Draft 1 due	Lecturing
Delivery	• Strategic planning tools • Porter's competitive strategies • Decision making process • Quiz 1 (Chapter 1-5)	• Listening into the Lecturer • Quiz 1	Beamer/ LCD Black / White Board

			Students Laptop,
Closing	• Inform the student the next 5th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the quiz • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 6-7		

WEEK   : 5
Duration   : 2 x 50 minutes
Topic   : **Organizing**
Sub-Topic : Organizational cultures, structure and design

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
    • Explain how organizational cultures, structures should be aligned to help coordinate employees in the pursuit of organization's strategic goals

2. Supporting Competency. The students are expected able to:
    • Explain 7 types of organizational structures
    • Describe factors should be considered when designing the structure of an organization

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to Organizing	Presentation #1 Group 2	Lecturing
Delivery	• Organizational structure • Basic types of organizational structures • Factors in creating the best structure	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 6th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 8		

WEEK   : 6
Duration   : 2 x 50 minutes
Topic   :   **Human Resources Management**
Sub-Topic :   Recruitment & Selection
                   Orientation, Training & Development
                   Performance Appraisal
                   Compensation & Benefits

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • Explain and describe how getting the right people for managerial success

2. **Supporting Competency**. The students are expected able to:
   • Identify the planning for attracting, developing, and retaining an effective workforce

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	Introduction to HRM		Lecturing
Delivery	• Recruitment & Selection • Training and Development • Performance Appraisal • Managing an effective workforce • Managing promotions, transfers, disciplines and dismissals	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 7th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 9		

WEEK   : 7
Duration   : 2 x 50 minutes
Topic   :   **Organizational Change and Innovation & Evaluation**
Sub-Topic :   Nature of change
                        Promoting innovation within the organization
                        The threat of change

Learning Outcomes of Lesson:
  1. Main Competency. The students are expected able to:
  • Describe 4 areas in which change is often needed

  2. **Supporting Competency**. The students are expected able to:
  •   Identify how to promoted and threat of change

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DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	Introduction to Organizational Change & Innovation	Draft 2 due	Lecturing
Delivery	• The nature of change in organizations • Organizational development • Promoting innovation • Threat of change • Quiz #2 Chapter 7-9	• Listening into the Lecturer • Read the Text Book • Surf the web • Quiz 2	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 8th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 10		

WEEK   : 8 – Semester Break

WEEK   : 9
Duration   : 2 x 50 minutes
Topic   : **Leading: Managing Individual Differences & Behavior**
Sub-Topic   : Chapter 11

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able identify how to manage for individual differences and behaviors.

2. **Supporting Competency**. The students are expected able to describe personality and individual behaviour, values, and attitudes.

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to Leading	Presentation #2 Group 1	Lecturing
Delivery	• Personality & Individual behavior • Values, attitudes and behavior • Work-related attitudes & behaviors managers need to deal with	• Listening into the Lecturer	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 9th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the quiz • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 11		

WEEK : **10**
Duration : 2 x 50 minutes
Topic : **Motivating Employees**
Sub-Topic : Motivation from four perspectives

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • Identify and explain how to motivate employees

2. **Supporting Competency**. The students are expected able to:
   • Understand and identify motivation perspectives

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	Introduction to Motivating employees		Lecturing

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Delivery	• Motivating the performance • Motivation perspectives	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 10th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 12		

WEEK : **11**
Duration : 2 x 50 minutes
Topic : Groups & Teams
Sub-Topic : Groups vs Teams
Stages of group & team development
Building effective teams
Managing conflict

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • Analyze different kinds of teams
   • Describe how groups evolve into teams
   • How managers build effective teams

2. **Supporting Competency**. The students are expected able to:
   • Understand the nature of conflict, both good and bad

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to Groups &Teams		Lecturing

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Delivery	• Groups vs Teams • Stages of group & team development • Building effective teams • Managing conflict	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 11ᵗʰ meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 13		

WEEK : **12**
Duration : 2 x 50 minutes
Topic : **Power, Influence & Leadership**
Sub-Topic : The sources of a leader's power
How leaders use persuassion to influence people

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • Identify the approach to leadership: trait, behavioral, contingency, full-range and four additional perspectives

2. **Supporting Competency**. The students are expected able to:
   • Identify and explain how leaders influence people

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduce to power, influence and leadership	Draft 3 due	Lecturing

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Delivery	• The nature of leadership • Trait approaches • Behavioral approaches • Contigency approaches • Four additional perspectives	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 12th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 14		

WEEK : **13**
Duration : 2 x 50 minutes
Topic : **Interpersonal & Organizational Communication**
Sub-Topic : Communication process
Improving communication effectiveness

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to:
   • Describe the process of transferring information and understanding from one person to another.
   • Describe three communications barriers

2. **Supporting Competency**. The students are expected able to:
   • Identify how managers use information technology to communicate more effectively

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduce to Interpersonal & Organizational Communication	Presenation #2 Group 2	Lecturing

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Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Delivery	• The communication process • Barriers to communication • How managers fit into the communication process • Communication in the information age • Improving communication effectiveness	• Listening into the Lecturer • Read the Text Book • Surf the web	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 13th meeting material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the lesson • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter15		

WEEK   : 14
Duration   : 2 x 50 minutes
Topic   : **Controlling, Review chapters and Quiz 3**
Sub-Topic : Chapter 16

Learning Outcomes of Lesson:
1. **Main Competency**. The students are expected able to explain how managers do the controlling
2. **Supporting Competency**. The students are expected able to identify levels and areas of control

DETAIL OF LECTURING ACTIVITY

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Introduction	• Introduction to Controlling	Final draft due	Lecturing

Phase	TOPIC: Lecturer / Facilitator Activity	Students activity	Method / Lecturing Tools / Remarks
Delivery	• When managers monitor performance • Managing control effectively • Quiz chapter 11-15 • Review all chapters	• Listening into the Lecturer • Do the quiz-3	Beamer/ LCD Black / White Board Students Laptop,
Closing	• Inform the student the next 14th meeting material/reviewing material • give assessment / homework to the students	• Listening to the lecturer	Lecturing
Evaluation	• evaluate the students activity during the quiz • evaluate and observe, how the students solve the problem		
Reference	Text Book Chapter 16		

WEEK : **15 – Semester Break**

WEEK : **16 – Final Exam**