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## SYLLABUS

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**Date/Revision** : August 14, 2017  
**Faculty** : Business and Social Sciences  
**Approval** : Dr. Samuel Prasetya

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### SUBJECT : Management Theory & Sociology

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#### 1. Identification of Subject:

Name of Subject : Management Theory & Sociology  
Code of Subject : MGSO-1000  
SKS/ECTS : 3/5  
Semester : 1/3  
Study Program : B-MGT/B-IBA/B-INR  
Lecturer :

- Dr (cand) Wulan, MBA
- Ficky Alkarim, S.Mn, MSc.
- Dr. Samuel Prasetya
- Dr. Prabowo Susetio

#### 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 successful 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 : Homework, 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	<ul style="list-style-type: none"> <li>Introduction</li> <li>The Exceptional Manager: what you do, how you do it</li> <li>Management Theory: Essential background for the successful manager</li> </ul>	Ch.1 &2	Group formation
2	<ul style="list-style-type: none"> <li>Manager's changing work environment &amp; Ethical Responsibilities</li> <li>Global Management: Managing Across Borders</li> </ul>	Ch. 3 & 4	Group Topic selections for Group writing project
3	<ul style="list-style-type: none"> <li>Planning: the foundations of successful management</li> </ul>	Ch. 5	Presentation #1, group 1
4	<ul style="list-style-type: none"> <li>Strategic Management: how exceptional managers realize a grand design</li> <li>Individual &amp; Group Decision Making: how managers make things happen</li> </ul>	Ch.6 & 7	<b>Quiz 1 Draft 1</b>
5	<ul style="list-style-type: none"> <li>Organizing: Organizational Culture, Structure and Design: Building blocks of the organization</li> </ul>	Ch. 8	Presentation #1, group 2
6	<ul style="list-style-type: none"> <li>Human Resources Management: Getting the right people for managerial success</li> </ul>	Ch.9	
7	<ul style="list-style-type: none"> <li>Organizational Change &amp; Innovation</li> </ul>	Ch.10	<b>Quiz 2 Draft 2</b>
8	<b>Semester Break</b>		
9	<ul style="list-style-type: none"> <li>Leading: Managing Individual Differences &amp; Behavior</li> </ul>	Ch. 11	<b>Presentation #2, Group 1</b>
10	<ul style="list-style-type: none"> <li>Motivating employees</li> </ul>	Ch.12	
11	<ul style="list-style-type: none"> <li>Group &amp; Teams</li> </ul>	Ch.13	
12	<ul style="list-style-type: none"> <li>Power, Influence &amp; Leadership</li> </ul>	Ch. 14	<b>Draft 3</b>
13	<ul style="list-style-type: none"> <li>Interpersonal &amp; Organizational Communication</li> </ul>	Ch. 15	<b>Presentation</b>

Week	Content/ Topics of Lecturing	Text Book Chapter	Remarks
			#2, Group 2
14/15	<ul style="list-style-type: none"> <li>Controlling: Control &amp; Quality Control Improvement</li> <li>Evaluation on the previous discussions &amp; chapters</li> </ul>	Ch.16	Quiz 3
	<ul style="list-style-type: none"> <li>Reviewing the previous chapters</li> </ul>	Ch.1-16	Final Draft
16	<b>Semester Break</b>		
17	<b>Final Examination</b>	<b>Ch. 1-16</b>	

## 7. Book Reference:

- **Main Textbook:** Kinicki, Angelo, and Brian K. Williams (2015), *Management: A Practical Introduction*, 7<sup>th</sup> Edition, McGraw Hill. ISBN 9780077720551
- **Additional References:**
  1. Hand-outs
  2. Journal articles