
SYLLABUS

Date/ Revision February 16, 2017
Faculty Business & Social Sciences
Approval Dr. Samuel Prasetya

SUBJECT : CAPITA SELECTA IN BUSINESS & MANAGEMENT

1. Identification of Subject:

Name of Subject : Capita Selecta in Business & Management
Code of Subject : ELCS-9000
SKS/ECTS : 3/5
Semester : 4
Study Program : B-MGT & B-IBA
Lecturer(s) : Timotius A. Rachmat, MM (Hos), Ir. Invanos Tertiana, MBA, Dr (cand) Wulan, MBA, Trisia Megawati, MSi, Dr. Samuel Prasetya & Prof. Dr. Philipp Schorn

2. Competency

After having the course, students are expected to have:

- Increased confidence in managing and organizing events
- The ability in searching and compiling potential contacts from the industrial practitioners
- Better communication and presentation skills
- Better comprehension in dealing with groups dynamics
- Understanding on the general stage on budgeting and control
- Understanding on the general stage of the project management
- Understanding on the general stage of the operation management

3. Description of Subject:

The course focuses in the ability of students to manage and organize events, betterment in communication and presentation skills as well as basic improvement in managing projects and operation management

4. Learning Approach

- Approach: Combination of in-class teacher explanation, in class group and pair work and work at home,
- Method: Exposition, discussion, teacher to student, group work, pair work
- Student Task: Home work, speaking and listening, writing, reading comprehension
- Media: LCD projector, whiteboard, exposition

5. Evaluation

- Absence maximum : <25%

- Evaluation from Members : 5 points
 - Project & Write-Up : 60 points
 - Participation : 5 points
 - Final Examination : 30 points
- Total : 100 points

6. Contents/Topics of Lecturing:

Week	Topics	Contents/Chapters	Remarks
1	Introduction	Value Creation & Value Proposition	Temmy Rachmat, MM Hos & Dr. Samuel Prasetya
2	Managing Projects & The Important Elements	Rules of the Games	Ir. Invanos Tertiana, MBA
3		Introducing The Role of IT	
4		Web Application	
5	Team Work & Management	Team Formation & Problem Solving	Wulan, MBA
6		Team Decision Making	
7		Team Cohesiveness	
8	Semester Break		
9	Event Evaluation & Presentation	Evaluation on progress activities (planning, preparation & documentation)	Temmy Rachmat, MM Hos & Dr. Samuel Prasetya Presentation from Students
10	Group Dynamics, Group Synergy & Leadership	Intra-Group Dynamics	Temmy Rachmat, MM Hos & Wulan, MBA
11		Group Memberships, Identity & Roles	
12	Communication	Basics of Group Communication	Trisia Megawati, MSi
13		Effective Communication in Managing Project	
14	Budgeting & Control	Tangible Measurable Do-able	Prof. Dr. Philipp Schorn & Dr. Samuel Prasetya
15		Evidence Check & Re-Check	
			Prof. Dr. Philipp Schorn & Dr. Samuel Prasetya Quiz 5 Event # 2
16	Silent Week		

Week	Topics	Contents/Chapters	Remarks
17-18	Final Exam	Comprehensive based on all of the topics covered in this course	A particular consideration on the actualization of the project

7. Book Reference:

- Hand-outs from various topics
- Access to stpm.iuli.ac.id for all the relevant slides, syllabus and other pertinent documents in this course.