UNESA Universitas Negeri Surabaya	**Surabaya State University Faculty of Social Sciences and Law Undergraduate of Public Administration Sciences**	**Document Code**

Lesson Plan

COURSE	Code	Cluster	Credits	Semester	Compilation Date
Management Principles	4062123001	Management	**3**	1	2023

AUTHORIZATION	Lesson Plan Developer	Coordinator	Head of Study Program
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Learning Program Outcome (PLO)	**PLO**	
	PLO2	Able to master the theoretical concepts of public sector management to realize the values of good governance
	PLO6	Able to utilize information technology in managing the organization
	PLO8	Able to organize activities in implementing public policies and improving public service performance
	PLO11	Contribute to the improvement the quality of life in society and state
	Course Learning Outcome (CLO)	
	CLO2	Able to master the theoretical concepts of management principles in organizational management
	CLO6	Able to utilize information technology in management principles in organizational management
	CLO8	Able to organize activities in implementing management principles
	CLO11	Contribute to the improvement the quality of management principles
Course Description	Able to master, utilize, and apply the basic concepts, nature, history of development, management principles and management functions which include decision making and managerial skills for quality improvement in organizational management	

Learning Materials/ Topics	1. Managements Dimension 2. Manager Type 3. Manager Functions 4. Manager's Role 5. Manager Skills 6. Management Approach 7. The Organizing Function 8. Actuation Function 9. Controlling Function 10. HR Organizing Function 11. Communicating Function 12. Coordination Function 13. Management Range 14. Delegation of Authority	
References	**Primary**	1. Efendi, Usman. 2014. *Asas Manajemen*. Jakarta: Rajawali Pers. 2. Ulber, Silalahi. 2017. *Asas-Asas Manajemen*. Bandung: Refika Aditama.
	Supplementary	3. Terry, George R. dan Lestie W. Rue. 2012. *Prinsip-Prinsip Manajemen*. Jakarta: Bumi Aksara. 4. Badruddin. 2015. *Dasar-Dasar Manajemen*. Bandung: Alfabeta. 5. Sule, Ernie Tisnawati. 2017. *Pengantar Manajemen*. Jakarta: Kencana Prenada Media Group. 6. Nur, Muhammad. 2017. *Organisasi dan Manajemen*. Yogyakarta: Deepublish.
Lecturer(s)	1. Eva Hany Fanida, S.AP., M.AP. 2. Trenda Aktiva Oktariyanda, S.AP., M.AP.	
Prerequisite	-	

Week	**Learning Objectives**	**Assessment**		**Learning Activities and Time Allocation**	**Learning Sources**	**Scoring**
		Indicators	**Criteria/Form/ Type**			
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**

1	Understand the management dimension	- Explain the importance of management for the organization. - Explain the definition of management. - Describe management functions.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignments:** Discuss and analyze the management dimension **TM :1mg x (3 credits x 50")**	1,2	
2-3	Understand the roles and functions of managers.	- Explain the difference between a manager and a leader - Describe the type/level of manager. - Explain the function of each level of manager. - Describe the role of the manager. - Explain the skills that must be possessed by managers according to their level / level.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Discovery Learning, Contextual Learning - **Student Assignments:** Discuss the types, functions, roles and skills that managers must have according to their level **TM :1mg x (3 credits x 50")**	1,2,3	
4-5	Understand the management approach	- Describe the classic management approach. - Describe modern management approaches.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Case Study Learning through Group Discussion - **Student Assignments:** Discuss management approach **TM :1mg x (3 credits x 50")**	1,2,3	
6	Understand planning function	- Explain the urgency of organizational planning . - Describe the organizational planning process. - Describe the level of organizational planning - Describe the structure of the organizational plan - Describe organizational planning requirements	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Discovery Learning, Contextual Learning - **Student Assignments:** Discuss planning function **TM :1mg x (3 credits x 50")**	1,2,3,4	

7	Understand the organizing function	- Explain the urgency of the organizing function. - Explain the principles of organizing.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Case Study Learning through Group Discussion - **Student Assignments:** Discuss organizing function **TM :1mg x (3 credits x 50")**	1,2,4	
8	**Mid-Semester Evaluation / Mid-Semester Exam**					
9	Understand the actuation function	- Explain the urgency of the actuation function. - Explain actuation principles. - Describe the actuation stages. - Describe the inhibiting factors of the actuation function. - Explain the factors supporting the actuation function.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignment:** Discuss **TM :1mg x (3 credits x 50")**	1,2,3,4	
10	Understand the *controlling function*	- Explain the urgency of the *controlling function*. - Explain the principles *of controlling*. - Describe the level of *controlling*. - Describe the *controlling process*.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignments:** Discuss *controlling function* **TM :1mg x (3 credits x 50")**	1,2,3,4	
11	Understanding the *staffing function* (HR management)	- Explain the urgency *of staffing* (HR management) - Describe the components of a *staffing system* . - Describe the *staffing process* . - Describe the activities supporting the *staffing process* (HR planning and job analysis).	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Project Based Learning through group discussion - **Student Assignments:** Discuss *staffing function* (HR management) **TM :1mg x (3 credits x 50")**	1,3,4,5	

12	Understand the function of communication.	- Explain the urgency of communication within the organization. - Describe the function of organizational communication. - Explain process. - Describes the type classification - Explain the advantages and disadvantages of each type of communication.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture **- Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignments:** Discuss **TM :1mg x (3 credits x 50")**	1,2,3,5,6	
13-14	Understand the coordination function and span of management.	- Explain the three kinds of dependencies between organizational units (James D. Thompson) - Explain the urgency of the coordination function. - Explain the inhibiting factors of coordination function. - Describe the function of span management. - Describe the types of management spans. - Describe the factors that affect span of management.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture **- Method :** Discovery Learning, Contextual Learning - Student **Assignment :** discussing the coordination function and span of management **TM :1mg x (3 credits x 50")**	2,3,4,5,6	
15	Understand the process of delegation of authority in the organization.	- Explain the definition of authority. - Describe the sources of authority. - Explain the process of delegation of authority. - Explain the types of delegation of authority. - Explain the obstacles in the delegation of authority - Explain. effective delegation of authority.	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture **- Method :** Discovery Learning, Contextual Learning - Student **Assignment :** discussing the process of delegation of authority in the organization. **TM :1mg x (3 credits x 50")**	1,2,3,4,5,6	
16	**End of Semester Evaluation / End of Semester Exam**					