

Module Descriptions “Compulsory BAS”

Module designation	<i>PTK61132 Management Basics</i>
Semester(s) in which the module is taught	2
Person responsible for the module	1. <i>Dr. Nurhayati, S.Pt, MM</i> 2. <i>Elfi Rahmi, S.Pt, MP</i> 3. <i>Prof. Dr. Ir. H. James Hellyward, MS, IPU, ASEAN.Eng</i>
Language	<i>Indonesia and English</i>
Relation to curriculum	<i>Compulsory</i>
Teaching methods	<i>Lecture, lesson (small group discussion), Case Base Method, Colaborative Learning dan Self Direct Learning.</i>
Workload (incl. contact hours, self-study hours)	<i>(Estimated) Total workload: 90.65 hours</i> <i>Contact hours: 26.65 hours (lecture)</i> <i>Private study including examination preparation, specified in hours: 64.00 hours</i>
Credit points	<i>3.02 ECTS</i>

Required and recommended prerequisites for joining the module	-
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Module objectives/intended learning outcomes	<i>ILO 1: Internalize the university's core values, code of ethics, and scientific ethics</i> <i>PI 4: Able to demonstrate a fully responsible attitude towards assigned tasks</i> <i>ILO 2 Demonstrate innovative livestock science and technology</i> <i>PI 5: Mastering the basic concepts of livestock development and business.</i> <i>ILO 3 Apply technology to solve problems in the livestock sector and find appropriate and effective solutions</i> <i>PI 4: Mastering technical and management skills in the field of livestock development and business.</i> <i>ILO 4 Use logical thinking, creative thinking, critical thinking, and collaborative thinking</i> <i>PI 4: Able to assess the results of solutions implemented in the livestock sector</i> <i>ILO 5 Communicate effectively orally and/or in writing in both Indonesian and a foreign language</i> <i>PI 2: Mampu menunjukkan jiwa wirausaha yang tangguh (kreatif, inovatif dan berani mengambil resiko)</i> <i>ILO 6 Understand legal and social issues in the livestock sector or other fields pursued</i> <i>PI 1: Able to present ideas in front of an audience and provide feedback</i> <i>ILO 7 Possess character, leadership, and an entrepreneurial spirit</i> <i>PI 1: Able to demonstrate performance as a learner by completing the final assignment.</i>
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	<i>ILO 8 Master and utilize the latest information technology in the livestock sector or other fields pursued</i> <i>PI 4: Mastering technical and management skills in the field of livestock development and business.</i> <i>ILO 9 Integrate innovation and technology in the livestock sector to solve problems in the livestock sector and other relevant fields</i> <i>PI 4: Mastering technical and management skills in the field of livestock development and business.</i> <i>ILO 10 Possess an attitude</i> <i>PI 2: Demonstrate an attitude as a lifelong learner</i> <i>Course Learning Outcomes:</i> <i>1. Demonstrate a responsible attitude in understanding basic management concepts, developments in management theory, organizations, and organizational behavior in order to understand the importance of management in achieving organizational goals effectively and efficiently</i> <i>2. Use logical, critical, systematic, strategic, creative, innovative, and collaborative thinking in planning functions and implement strategic planning and management principles in developing an organization</i> <i>3. Be able to implement knowledge of the principles of organizing human resources in an organization</i> <i>4. Master and apply sound managerial skills in the implementation of organizational operations, including human resource management, managerial communication, employee motivation, and leadership</i> <i>5. Be able to understand the principles of supervision and the importance of mastering and applying technology to</i>
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	<i>management information systems in carrying out Supervisory function by integrating dynamic and sustainable innovation and technology</i> <i>6. Able to plan an organization with good management design in small businesses</i>
Content	<i>This course examines the fundamental concepts of management science by explaining each management function or activity (Planning, Organizing, Actuating/Influencing, Controlling) in managing an organization to achieve effectiveness and efficiency in achieving goals. With this knowledge of management fundamentals, students are expected to develop a sound understanding and managerial skills in managing an organization, supported by the ability to apply technology effectively in every management activity.</i>
Examination forms	<i>Individual assignments, case method assignment, project report, group assignment, mit-term exams, final exams, and group reports.</i>
Study and examination requirements	<i>1. Individual Assignments: 10%</i> <i>2. Case Method Assignments: 30%</i> <i>3. Project Report: 10%</i> <i>4. Group Assignments: 10%</i> <i>5. Mid-Term Exams: 15%</i> <i>6. Final Exams: 15%</i> <i>7. Group Reports: 10%</i>

Reading list	1. <i>Stephen P Robin and Mary Coulter. Introduction to Management. 2018. Prentice Hall</i> 2. <i>Mondy Sharplin Holmes Flippo. Management; Concepts and Practices</i> 3. <i>Drs. H. Malayu S.P. Hasibuan. 1996. Basic Management, Definition, and Problems. PT. Toko Gunung Agung</i> 4. <i>Prof. Dr. A.M. Kadarman SJ and Drs. Jusuf Udaya. 1997. Introduction to Management Science. Student Guidebook. PT. Gramedia Pustaka Utama, Jakarta</i> 5. <i>M. Manulang. 2001. Fundamentals of Management. Gadjah Mada University Press</i> 6. <i>Yayat M. Herujito. 2001. Fundamentals of Management. Grasindo Publishers, Jakarta</i> 7. <i>Rupert Eales-White. 2004. The Effective Leader. Diva Press, Yogyakarta</i> 8. <i>Bernard W. Taylor III. 2005. Introduction to Management Science, Eighth Edition (Book One and Book Two). Salemba Empat Publishers, Jakarta</i> 9. <i>Chr. Jimmy L. Gaol. 2008. Management Information Systems: Understanding and Application. Grasindo Publisher. Jakarta</i> 10. <i>Drs. Tommy Suprpto, MS. 2009. Introduction to Communication Theory and Management. MedPress Publisher. Yogyakarta</i> 11. <i>Frans Mardi Hartanto. 2009. New Paradigm of Indonesian Management. PT. Mizan Publika</i> 12. <i>Prof. Dr. Wilson Bangun, SE, M.Sc. 2012. Human Resource Management. Erlangga Publisher. Jakarta</i> 13. <i>Badrudin. 2013. Fundamentals of Management. CV.</i>
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	<i>Alfabeta. Jakarta</i> 14. <i>Soekarso and Iskandar Putong. 2015. Leadership. Theoretical and Practical Studies. Books & Articles by Iskandar Putong, 2015. Jakarta</i> 15. <i>Karyoto. 2016. Fundamentals of Management: Theory, Definition, and Concepts. Andi Publisher and Printing House, Yogyakarta</i> 16. <i>Eddy Harjanto. Management Science. Quantitative Techniques in Decision Making. Grasindo Publisher. Jakarta</i>
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	Module Description/Course Syllabi Study Programme : Bachelor of Mathematics Faculty of Animal Sciences Universitas Andalas
1. Course number and name	
PTK61132 Management Basics	
2. Credits and contact hours/Number of ECTS credits allocated	
3,02 ECTS	
3. Instructors and course coordinator	
RPS Developer: (1) Dr. Nurhayati, S.Pt, MM, (2) Elfi Rahmi, S.Pt, MP Team Teaching Coordinator: Prof. Dr. Ir. H. James Hellyward, MS, IPU, ASEAN.Eng	
4. Text book, title, author, and year	
- Stephen P Robin and Mary Coulter. Introduction to Management. 2018. Prentice Hall - Mondy Sharplin Holmes Flippo. Management; Concepts and Practices	
5. Recommended reading and other learning resources/tools	
- Drs. H. Malayu S.P. Hasibuan. 1996. Basic Management, Definition, and Problems. PT. Toko Gunung Agung - Prof. Dr. A.M. Kadarman SJ and Drs. Jusuf Udaya. 1997. Introduction to Management Science. Student Guidebook. PT. Gramedia Pustaka Utama, Jakarta M. Manulang. 2001. Fundamentals of Management. Gadjah Mada University Press - Yayat M. Herujito. 2001. Fundamentals of Management. Grasindo Publishers, Jakarta - Rupert Eales-White. 2004. The Effective Leader. Diva Press, Yogyakarta - Bernard W. Taylor III. 2005. Introduction to Management Science, Eighth Edition (Book One and Book Two). Salemba Empat Publishers, Jakarta - Chr. Jimmy L. Gaol. 2008. Management Information Systems: Understanding and Application. Grasindo Publisher. Jakarta - Drs. Tommy Suprpto, MS. 2009. Introduction to Communication Theory and Management. MedPress Publisher. Yogyakarta - Frans Mardi Hartanto. 2009. New Paradigm of Indonesian Management. PT. Mizan Publika - Prof. Dr. Wilson Bangun, SE, M.Sc. 2012. Human Resource Management. Erlangga Publisher. Jakarta - Badrudin. 2013. Fundamentals of Management. CV. Alfabeta. Jakarta	

12. Soekarso and Iskandar Putong. 2015. Leadership. Theoretical and Practical Studies. Books & Articles by Iskandar Putong, 2015. Jakarta
13. Karyoto. 2016. Fundamentals of Management: Theory, Definition, and Concepts. Andi Publisher and Printing House, Yogyakarta
14. Eddy Harjanto. Management Science. Quantitative Techniques in Decision Making. Grasindo Publisher. Jakarta
15. Other Related Journals and Textbooks
6. Specific course information
<i>A. Brief description of the content of the course (catalog description)</i>
This course examines the fundamental concepts of management science by explaining each management function or activity (Planning, Organizing, Actuating/Influencing, Controlling) in managing an organization to achieve effectiveness and efficiency in achieving goals. With this knowledge of management fundamentals, students are expected to develop a sound understanding and managerial skills in managing an organization, supported by the ability to apply technology effectively in every management activity.
<i>B. Prerequisites or co-requisites</i>
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<i>C. Indicate whether a required or elective course in the program</i>
Required
<i>D. Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)</i>
first cycle Bachelor
<i>E. Year of study when the course unit is delivered (if applicable)</i>
1 st year
<i>F. Semester when the course unit is delivered</i>
Odd Semester
<i>G. Mode of delivery (face-to-face, distance learning)</i>
Face-to-face
7. Intended Learning Outcomes

ILO 1: Internalize the university's core values, code of ethics, and scientific ethics
PI 4: Able to demonstrate a fully responsible attitude towards assigned tasks
ILO 2 Demonstrate innovative livestock science and technology
PI 5: Mastering the basic concepts of livestock development and business.
ILO 3 Apply technology to solve problems in the livestock sector and find appropriate and effective solutions
PI 4: Mastering technical and management skills in the field of livestock development and business.
ILO 4 Use logical thinking, creative thinking, critical thinking, and collaborative thinking
PI 4: Able to assess the results of solutions implemented in the livestock sector
ILO 5 Communicate effectively orally and/or in writing in both Indonesian and a foreign language
PI 2: Mampu menunjukkan jiwa wirausaha yang tangguh (kreatif, inovatif dan berani mengambil resiko)
ILO 6 Understand legal and social issues in the livestock sector or other fields pursued
PI 1: Able to present ideas in front of an audience and provide feedback
ILO 7 Possess character, leadership, and an entrepreneurial spirit
PI 1: Able to demonstrate performance as a learner by completing the final assignment.
ILO 8 Master and utilize the latest information technology in the livestock sector or other fields pursued
PI 4: Mastering technical and management skills in the field of livestock development and business.
ILO 9 Integrate innovation and technology in the livestock sector to solve problems in the livestock sector and other relevant fields
PI 4: Mastering technical and management skills in the field of livestock development and business.
ILO 10 Possess an attitude
PI 2: Demonstrate an attitude as a lifelong learner

8. Course Learning Outcomes <i>ex. The student will be able to explain the significance of current research about a particular topic.</i>	
1.	Demonstrate a responsible attitude in understanding basic management concepts, developments in management theory, organizations, and organizational behavior in order to understand the importance of management in achieving organizational goals effectively and efficiently
2.	Use logical, critical, systematic, strategic, creative, innovative, and collaborative thinking in planning functions and implement strategic planning and management principles in developing an organization
3.	Be able to implement knowledge of the principles of organizing human resources in an organization
4.	Master and apply sound managerial skills in the implementation of organizational operations, including human resource management, managerial communication, employee motivation, and leadership
5.	Be able to understand the principles of supervision and the importance of mastering and applying technology to management information systems in carrying out Supervisory function by integrating dynamic and sustainable innovation and technology
6.	Able to plan an organization with good management design in small businesses
9. Brief list of topics to be covered	
1. RPS, 2. Management and Managers, 3. Managerial Levels, 4. Management Efficiency & Effectiveness, 5. Management Functions & Processes, 6. Management Roles, 7. Management Systems Organizations, 8. Organizations & Change Organizations, 9. Why Study Management (Universality of Management, Work Reality, Rewards & Managers' Challenges); 1. Relationship of Management to Other Studies, 2. Historical Background of Management, 3. Scientific Management, 4. Theorists in General Administration, 5. Quantitative Approach, 6. Organizational Behavior, 7. Current Trends & Issues (Globalization, Workforce Diversity, KWU, E-Business, Innovation & Flexibility, Quality Management/TQM, Learning Organization, Knowledge Management, Workplace Spirituality); 1. Organizational Culture, 2. Organizational Environment & Managing Organizations in a Global Environment, 3. Social Responsibility & Managerial Ethics; 1. Decision-Making Process, 2. Making Decisions: Rationality, Bounded Rationality & Intuition, 3. Types of Problems & Decisions, 4. Decision-Making Conditions, 5.	

Decision-Making Styles, 6. Diversity in Decision-Making, 7. Summarizing Managerial Decision-Making; 1. Purpose of Planning, 2. Planning & Performance, 3. The Role of Goals & Plans in Planning, 4. Setting Goals, 5. Developing a Plan, 6. Contemporary Issues in Planning, 7. Planning Tools & Techniques; 1. The Importance of Strategic Management, 2. The Strategic Management Process, 3. Types of Organizational Strategy; 1. Establishing Organizational Structure & Design, 2. Job Specialization, 3. Departmentalization, 4. Chain of Command, 5. Span of Control, 6. Centralization & Decentralization, 7. Formalization, 8. Organizational Design Decisions: Mechanistic & Organic, 9. Contingency Factors, 10. Traditional Organizational Design, 11. Contemporary Organizational Design; Why Human Resource Management Is Important, 2. The HRM Process, 3. Human Resource Planning, 4. Recruitment & Attrition, 5. Selection, 6. Orientation, 7. Employee Training, 8. Employee Performance Management, 9. Compensation & Benefits, 10. Career Development, and 11. Current Issues in HRM (Workforce Diversity, Work-Life Balance, etc.); 1. Definition of Communication, 2. Communication Process Interpersonal, 3. Effectiveness of Interpersonal Communication (Methods, Barriers, Overcoming Barriers), 4. Organizational Communication (Formal & Informal, Direction & Flow, Communication Networks) 5. Technology Influences Managerial Communication; 1. The Meaning of Motivation, 2. Motivation Models, 3. Contemporary Motivation Theories, 4. Systems Views of Motivation in Organizations; 1. The Meaning & Importance of Leadership, 2. The Main Functions of Leadership, 3. Leadership Styles, 4. Factors Influencing Leadership; 1. The Meaning & Importance of Leadership, 2. The Main Functions of Leadership, 3. Leadership Styles, 4. Factors Influencing Leadership; 1. The Meaning of Supervision, 2. The System & Importance of Supervision, 3. Prerequisites for Supervision, 4. Steps in the Supervision Process, 5. Supervision Techniques/Methods, 6. Control Functions; 1. Definition, 2. Management Information Systems, 3. Use of Computers in Information Management;
10. Learning and teaching methods
Small group discussion, Directed Learning
<i>Case Base Method, Colaborative Learning dan Self Direct Learning.</i>
11. Language of instruction
Bahasa Indonesia and English
12. Assessment methods and criteria
Summative Assessment : Individual Assignments: 10% Case Method Assignments: 30% Project Report: 10% Group Assignments: 10% Mid-Term Exams: 15% Final Exams: 15% Group Reports: 10% Formative Assessment : -

