

## Module/Course Description

### Introduction to Management (MAN201)

| A. Module Identity |   |  |
|--------------------|---|--|
| 1.                 | Name                                      | Introduction to Management   |
| 2.                 | Code                                      | MAN201   |
| 3.                 | Credit                                    | 3 (3-0)  |
| 4.                 | Semester                                  | Odd/ 3   |
| 5.                 | Pre-requisite                             | -  |
| 6.                 | Coordinator                               |  |
| 7.                 | Lecturers                                 |  |
| 8.                 | Language                                  | Indonesian   |
| 9.                 | Program(s) in which the course is offered | Internal department: Forest Management Study Program<br>Other departments: all study programs in IPB University as elective course                 |
| 10.                | Type of teaching                          | a. Traditional classroom: 100 %<br>b. Blended system: Traditional classroom....%, Online....%<br>c. e-Learning system: .....%<br>d. Others: .....% |

| B. Workload of course components (total contact hours and credits per semester) |      |                 |                |            |                |            |       |            |
|---|------|-----------------|----------------|------------|----------------|------------|-------|------------|
| Credit  |      | Contact Hours** |                |            |                | Self-Study | Other | Total      |
| SKS *)  | ECTS | Lecture         | Class Exercise | Laboratory | Field Practice |            |       |            |
| <b>3</b>  |      | <b>42</b>       |                |            |                | <b>84</b>  |       | <b>126</b> |

\*) Semester credit unit according to the Indonesian higher educational system

1 credit unit lecture = 2 hours/ week for lecture and 2 hours/ week for self-study within 14 weeks/ semester

1 credit unit class exercise or laboratory or field practice = 3 hours/week within 12-14 weeks/semester

\*\*\*) 1 hour for lecture= 50 minutes; 1 hour for class exercise or laboratory or field practice = 60 minutes

| C. Module Objective (Learning Outcomes)  |
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| After completing this course, students are able to explain the basics of management, management functions, management processes and behavior, and environmental factors that influence the implementation of management. |

| D. Detailed Course Learning Outcomes (LO) in Relation to Learning Domains, Teaching Strategies, and Assignment Methods |   |                             |                    |
|--|---|-----------------------------|--------------------|
| No.  | LO in Learning Domains  | Teaching Strategies         | Assessment Methods |
| <b>a.</b>  | <b>Knowledge</b>  |                             |                    |
| 1.   | Students are able to explain the definition of management and organization.                 | Lecturing, class discussion | Midterm Exam       |
| 2.   | Students are able to explain the evolution of management theory and organizational culture. | Lecturing, class discussion | Midterm Exam       |
| 3.   | Students are able to explain social responsibility and management ethics                    | Lecturing, class discussion | Midterm Exam       |
| 4.   | Students are able to explain about problem solving and decision making                      | Lecturing, class discussion | Midterm Exam       |
| 5.   | Students are able to explain the importance of  | Lecturing, class            | Midterm            |

|           |  |                                   |                      |
|-----------|--|-----------------------------------|----------------------|
|           | strategy planning and management   | discussion                        | Exam                 |
| 6.        | Students are able to explain the organizational structure and organizational design.   | Lecturing, class discussion       | Midterm Exam         |
| 7.        | Students are able to explain the importance of communication and information technology in organizations and the basic understanding of marketing/ promotion | Lecturing, class discussion       | Midterm Exam         |
| 8.        | Students are able to explain about human resource management.  | Lecturing, class discussion       | Final Exam           |
| 9.        | Students are able to explain about management change and innovation  | Lecturing, class discussion       | Final Exam           |
| 10.       | Students are able to explain the basics of behavior and motivation   | Lecturing, class discussion       | Final Exam           |
| 11.       | Students are able to explain about leadership.   | Lecturing, class discussion       | Final Exam           |
| 12.       | Students are able to explain about operations management and value chains.   | Lecturing, class discussion       | Final Exam           |
| 13.       | Students are able to understand the subject matter of Introduction to Management   | Lecturing, class discussion       | Final Exam           |
| <b>b.</b> | <b>Skills</b>  |                                   |                      |
| 1.        | Students are able to explore and give example/study case about problem solving and decision making   | Lecturing, discussion             | Authentic assessment |
| 2.        | Students are able to explore and give example/study case about human resource management   | Lecturing, discussion             | Authentic assessment |
| 3.        | Students are able to create a plan or model or example for marketing/ promotion  | Lecturing, discussion             | Authentic assessment |
| <b>c.</b> | <b>Competences:</b>  |                                   |                      |
| 1.        | Students demonstrate a willingness to participate in the class activities  | Lecturing, discussion             | Authentic assessment |
| 2.        | Students are able to complete all tasks and participate in class discussion  | Lecturing, discussion, assignment | Authentic assessment |

| <b>E. Module Content</b>  |                        |                      |
|---|------------------------|----------------------|
| <b>List of Topic</b>  | <b>Number of Weeks</b> | <b>Contact Hours</b> |
| Introduction: Management and Organization   | 1                      | 2                    |
| Management Development History<br>And organizational culture                                  | 1                      | 2                    |
| Social responsibility and managerial ethics   | 1                      | 2                    |
| Decision-making   | 1                      | 2                    |
| Basic Planning and Strategy Management  | 1                      | 2                    |
| Organizational Structure and Design   | 1                      | 2                    |
| Communication, information technology, and marketing  | 1                      | 2                    |
| Human Resource Management   | 1                      | 2                    |
| Managing Organizational Change and Innovation   | 1                      | 2                    |
| Behavioral basics and Motivation  | 1                      | 2                    |
| Leadership  | 1                      | 2                    |
| Controlling   | 1                      | 2                    |
| Operations and value chain management   | 1                      | 2                    |
| Evaluation, Resume, additional lecture material that is still needed,<br>or other assignments | 1                      | 2                    |

| <b>F. Course Assessments</b> |                            |                               |                                     |
|------------------------------|----------------------------|-------------------------------|-------------------------------------|
| <b>No.</b>                   | <b>Assessment Type *)</b>  | <b>Schedule (Week Due)</b>    | <b>Proportion of the Final Mark</b> |
| 1.                           | Mid-Term Examination       | The 8 <sup>th</sup> Week      | 35%                                 |
| 2.                           | Final Examination          | The 16 <sup>th</sup> Week     | 35%                                 |
| 3.                           | Practical Report/ Homework | Minimal 5 times in a semester | 30%                                 |

*\*) Example: mid-term examination, final examination, quiz, homework, project, etc.*

| <b>G. Media Employed</b>                              |
|---|
| Laptop, LCD, Microphone, White Board, Marker, Pointer |

| <b>H. Learning Resources</b>  |
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| <b>h1. Textbooks:</b><br>Robins SP, Coulter M. 2010. Management. New York (US): Prentice Hall |