**JADWAL MANAJEMEN & ORGANISASI**

**MM EVENING PJJ (TELKOM) – SMT GANJIL 2014**

**Dosen : TGH, DKS, MA, TD**

**JAM : 16.30 – 20.00**

**HARI : SENIN & JUMAT**

**PERIODE-1 : 08 SEPTEMBER – 06 OKTOBER 2014**

**UTS : 20 OKTOBER 2014**

**PERIODE-2 : 27 OKTOBER – 15 DESEMBER 2014**

**UAS : 16 DESEMBER 2014**

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| **TANGGAL PERTEMUAN**  | **WAKTU**  | **DOSEN**  | **SUB POKOK BAHASAN** | **MATERI BAHASAN**  |
| **08 – 09 – 2014**SATU  | 16.30 – 20.00  | MA | Foundations of management and Organization | * Overview of management
* Management function
* Management and manager
* Case
 |
| **12 – 09 - 2014**DUA | 16.30 – 20.00  | MA | Planning & Strategic Management | * The Basic Planning Process
* Managerial planning & goal setting
* Strategic formulation & Implementation
* Delivering strategic value
 |
| **15 – 09 – 2014**TIGA | 16.30 – 20.00  | TGH | Ethic & Corporate Responsibility | * Overview of etchical management
* ethical decision making
 |
| **22 – 09 - 2014**EMPAT  |  16.30 – 20.00  | TGH | Ethic & Corporate Responsibility | * Corporate Responsibility in perspective management
* Green Management & sustainability
* Social responsibility & etchical issues
 |
| **29 – 09 – 2014**LIMA  | 16.30 – 20.00  | TD | Global management | * The Global environment
* Managing in a global environment
* Consequences of a Global Economy
* Global strategy
 |
| **03 – 10 -2014**ENAM | 16.30 – 20.00  | TD | Managing across Borders | * Skills of global manager
* Understanding cultural issues
* Etchical Issues in Global management
* Case
 |
| **06 – 10 - 2014**TUJUH  | 16.30 – 20.00  | TEAM  | Cases Study by topic  |  |
| **20 – 10 – 2014**   | 16.30 – 20.00  | TEAM  | **MIDTERM TEST**  | Overall of learning materials 1 – 7 |
| **27 – 10 - 2014**DELAPAN  | 16.30 – 20.00  | MA | Organizing : Building a dynamic organization | * Organizing Structure
* Organizational agility
* Multicultural Organizations
 |
| **31 – 10 - 2014**SEMBILAN  | 16.30 – 20.00  | MA | Human Resources Management | * Strategic Human Resources Management
* Staffing
* Training & development
* Labor relations
 |
| **03 – 11 - 2014**SEPULUH  | 16.30 – 20.00  | DKS | Organization communication | * Understanding Organization Communication
* Interpersonal communication
* Type & model organization communication
* Line of organization communication
 |
| **10 – 10 – 2014**SEBELAS  | 16.30 – 20.00  | DKS  | Controlling : Learning and Changing | * Foundations of control
* Controlling for organization performance
* Tools for measuring organizational performance

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| **17 – 11- 2014**DUA BELAS  | 16.30 – 20.00  |  TD |  Operations management | * Service and Manufacturing
* Managing productivity
* Strategic Role of Operations management
 |
| **21 – 11 – 2014**TIGA BELAS  | 16.30 – 20.00  | TD | Managing technology and innovation | * The Role of Technology and innovation
* Technology and managerial roles
* Organization for innovation
 |
| **15 – 12– 2014**EMPAT BELAS | 09.00 – 11.30  | TEAM | Cases study by topic  |  |
| **16– 12 – 2014** | 09.00 – 11.30  | TEAM  | **FINALLY TEST**  | Overall of learning materials 8 - 14 |