|  |  |
| --- | --- |
| **C:\Users\Dewi\Pictures\TU-logo-primer-utama.jpg** | **KONTRAK PERKULIAHAN**  |
| Kode MK :  |
| Nama MK : MANAJEMEN & ORGANISASI  |
|  | Jml SKS : 3 |
| Tgl Berlaku : 9 Septemer 2015 |

A. Identitas

|  |  |
| --- | --- |
|  **Standar Kompetensi / Tujuan Instruksional Umum (TIU)**  | 1. Mahasiswa mampu melakukan analisis dan sintesis terhadap masalah yang berkaitan dengan penentuan kebijakan dan pengelolaan organisasi dalam era global
2. Mahasiswa mampu menerapkan konsep pengelolaan organisasi dan pengembangannya ke depan.
 |
|  **Jml Jam kuliah**  **dalam seminggu**  | 3 x 50 menit tatap muka di kelas 3 x 50 menit kegiatan mandiri 3 x 50 menit persiapan  |
|  **Jml Jam kegiatan** **laboratorium**  |  |
|  **Dosen Penyusun** |  Dr. Teguh Widodo; Dr.Dewi K.Soedarsono; Dr.Maya Ariyanti ; Tjahyono Djatmiko, Ir.MBA;  |

**B. Level Taksonomi**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Aspek Koginitf** | Knowledge | V |  | **Aspek Afektif** | Receiving Phenomena | V |
| Comprehension |  |  | Responding to Phenomena | V |
| Application | V |  | Valuing | V |
| Analysis | V |  | Organization | V |
| Synthesis |  |  | Characterization |  |
| Evaluation | V |  |  |  |
|  |  |  |  |  |  |  |
|  **Aspek Psikomotorik** | Perception  | V |  |  |  |  |
| Preparation  | V |  |  |  |  |
| Mechanization  |  |  |  |  |  |
| Motorization |  |  |  |  |  |
| Creativity  | V |  |  |  |  |

# C. Keterampilan Profesi (Persyaratan Bisnis / Industri)

|  |  |
| --- | --- |
| Aspek | Kemampuan dan Ketrampilan |
| Menulis | 90 %  |
| Presentasi & Diskusi | 80 %  |
| Penggunaan Komputer | 100 %  |
| Komunikasi & kerjasama dalam Tim | 80 % |
| Keputusan | 75 %  |

# Materi dan Pelaksanaan

|  |  |  |
| --- | --- | --- |
| **Pertemuan Ke** | **Sub Pokok Bahasan** | **Materi Bahasan** |
| Satu  | Macro & Micro Economic | 1. Overview of Economic
2. Market Mechanism
3. Economic Sector
4. case
 |
| Dua  | Foundations of management and Organization | 1.Overview of management 2.Management function 3.Management and manager 4.Case |
| Tiga  | Planning & Strategic Management | 1. The Basic Planning Process
2. Managerial planning & goal setting
3. Strategic formulation & Implementation
4. Delivering strategic value

  |
| Empat  | Ethic & Corporate Responsibility | 1. overview of etchical management
2. ethical decision making
3. Corporate Responsibility in perspective management
4. Green Management & sustainability
5. Social responsibility & etchical issues
 |
| Lima  | Global management | 1. The Global environment
2. Managing in a global environment
3. Consequences of a Global Economy
4. Global strategy
 |
| Enam  | Managing across Borders | 1. Skills of global manager
2. Understanding cultural issues
3. Etchical Issues in Global management
4. Case
 |
| Tujuh  | Summary | Focus Group Discussion |
| Delapan  | Midterm Test | Overall of learning materials 1 – 7 |
| Sembilan  | Organizing : Building a dynamic organization | 1. Organizing Structure
2. Organizational agility
3. Multicultural Organizations
4. Case
 |
| Sepuluh  | Human Resources Management | 1. Strategic Human Resources Management
2. Staffing
3. Training & development
4. Labor relations
5. case
 |
| Sebelas  | Organization communication | 1. Understanding Organization Communication
2. Interpersonal communication
3. Type & model organization communication
4. Line of organization communication
5. case
 |
| Dua belas  |  Controlling : Learning and Changing | 1. Foundations of control
2. Controlling for organization performance
3. Tools for measuring organizational performance
4. case
 |
| Tiga belas  | Operations management | 1. Service and Manufacturing
2. Managing productivity
3. Strategic Role of Operations management
4. Case
 |
| Empat belas  | Managing technology and innovation | 1. The Role of Technology and innovation
2. Technology and managerial roles
3. Organization for innovation
4. Case
 |
| Lima belas  | Summary | Focus group discussion |
| Enam belas  | Finally Test | Overall of learning materials 9 - 15 |

**E. Rencana Tugas Mandiri**

|  |  |  |
| --- | --- | --- |
| Tugas Ke | Jenis \*) | Isi Tugas |
| Satu  | Individu  | Summary & cases of learning material 1 - 6 |
| Dua  | Individu  | Summary & cases of learning material 9 - 14 |

 \*) Diisi : kelompok / individu

**F. Referensi :** 1. Thomas Bateman & Scot Snell, 9 th Edition, *Management : Leading & Collaborating in*

 *the Competitive World* .

 2. Stephen Robbins & David A Decenzo , 10 th Edition, *Fundamental of Management* .

 3. Richard L.Daft , 9 th Edition, *Management* .

 4. ---------------------, 10 th Edition, *Management*.

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|  |

**G. Rencana Ujian**

 a. UJIAN TENGAH SEMESTER : Overall of learning materials 1 – 7

 b. UJIAN AKHIR SEMESTER : Overall of learning materials 9 - 15

**H. Penilaian**

|  |  |  |
| --- | --- | --- |
| Aspek Penilaian | **Komposisi Penilaian** | **Prosentase** |
| Aktifitas  | Aktifitas di kelas | 10% |
| Tugas Mandiri | Kerapihan, kesuaian topic & penalaran  | 10 % |
| Tugas kelompok  | Kerapihan, kesuaian topic & penalaran | 10% |
| Hasil UTS  | Kerapihan & penalaran |  30 % |
| Hasil UAS  | Kerapihan & penalaran | 40% |
|  | **Total** | **100%** |

|  |  |  |
| --- | --- | --- |
| Disusun Oleh**Koordinator :** **Dr. Teguh Widodo, SE., ST., MM**  | Diketahui oleh KaProdi MM  | Disahkan Oleh Dekan |