|  |  |
| --- | --- |
| **C:\Users\Dewi\Pictures\TU-logo-primer-utama.jpg** | **KONTRAK PERKULIAHAN** |
| Kode MK : |
| Nama MK : MANAJEMEN & ORGANISASI |
|  | Jml SKS : 3 |
| Tgl Berlaku : Januari 2016 |

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; 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*.

|  |
| --- |
|  |

**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 |