							Document Code

Universitas Negeri Surabaya
Faculty of Economics and Business
Digital Business Undergraduate Study Program

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Introductory Management	6120902045	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	2	February 1, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	Case Studies

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**	
	PLO-2	Demonstrate the character of being tough, collaborative, adaptive, innovative, inclusive, lifelong learning and entrepreneurial spirit
	PLO-4	Develop yourself continuously and collaborate.
	PLO-5	Able to master the theory of digital business thoroughly
	PLO-6	Able to adapt to the context of digital business problems faced well
	PLO-7	Able to develop digital business ideas creatively and innovatively
	PLO-8	Able to develop knowledge in the field of digital business appropriately
	PLO-9	Able to develop digital business based on entrepreneurial leadership in a sustainable manner
	PLO-10	Able to implement digital business theory in managing organizations ethically and effectively
	Program Objectives (PO)	
	PO - 1	Able to explain management theories precisely; 1. Able to explain management theories correctly
	PO - 2	Able to show the relationship between management roles and functions in the organization correctly
	PO - 3	Able to show intelligent, independent and honest character in introductory management learning activities
	PLO-PO Matrix	

P.O	PLO-2	PLO-4	PLO-5	PLO-6	PLO-7	PLO-8	PLO-9	PLO-10
PO-1	✔	✔	✔					
PO-2				✔	✔	✔		
PO-3							✔	✔

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PO-1	✔	✔	✔	✔												
PO-2					✔	✔	✔	✔	✔							
PO-3										✔	✔	✔	✔	✔	✔	✔

Short Course Description	This course examines basic management concepts related to a general overview of management science. Development of management theory, external organizational environment, management and decision-making functions, organizing and organizational change functions, motivation, leadership and communication as well as supervisory functions and information systems; This course examines basic management concepts related to a general overview of management science. Development of management theory, external organizational environment, management and decision-making functions, organizing and organizational change functions, motivation, leadership and communication as well as supervisory functions and information systems.
References	**Main :**

	1. Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education. 2. Chaffey, D., Edmundson-Bird, D., & Hemphill, T. 2019. Digital business and e-commerce management . Pearson UK. 3. David R. Anderson, Dennis J. Sweeney, et al. 2018. An Introduction to Management Science: Quantitative Approach 15th Edition. Cengage Learning. 4. Robbins, S. P. & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.
Supporters:	
	1. Wijayati, D. T., Rahman, Z., Rahman, M. F. W., Arifah, I. D. C., & Kautsar, A. (2022). A study of artificial intelligence on employee performance and work engagement: the moderating role of change leadership. International Journal of Manpower, 43(2), 486-512. 2. Rahman, M. F. W., Kistyanto, A., & Surjanti, J. (2022). Does cyberloafing and person-organization fit affect employee performance? The mediating role of innovative work behavior. Global Business and Organizational Excellence, 41(5), 44-64. 3. Kistyanto, A., Rahman, M. F. W., Adhar Wisandiko, F., & Setyawati, E. E. P. (2022). Cultural intelligence increase student's innovative behavior in higher education: the mediating role of interpersonal trust. International Journal of Educational Management, 36(4), 419-440. 4. Wijayati, D. T., Fazlurrahman, H., Hadi, H. K., & Arifah, I. D. C. (2021). The effect of entrepreneurship education on entrepreneurial intention through planned behavioural control, subjective norm, and entrepreneurial attitude. Journal of Global Entrepreneurship Research, 11(1), 505-518.
Supporting lecturer	Prof. Dr. Dewie Tri Wijayati Wardoyo, M.Si. Prof. Dr. Anang Kistyanto, S.Sos., M.Si. Dr. Ratih Amelia, S.E., M.M. Hujjatullah Fazlurrahman, S.E., MBA. Hafid Kholidi Hadi, S.E., M.SM. Nadia Nur Thahirrah, S.E., M.SM. Ahmad Kurniawan, S.M., M.B.A. Fresha Kharisma, S.E., M.SM. Muhammad Fajar Wahyudi Rahman, S.E., M.M.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Can explain the meaning of management;	1. Able to explain the definition and history of management; 2. Able to explain why management is needed; 3. Able to explain management as a science and art; 4. Able to explain what a manager is and the types of managers; 5. Able to explain the level and skills of managers;	**Criteria:** Accuracy, suitability and mastery **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Introduction to **Library Management:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.*	5%
2	Can explain the development of management theory	1. Able to explain why studying management theory; 2. Able to explain the development of management theories; 3. Able to understand the management context in terms of constraints and challenges;	**Criteria:** Accuracy, suitability and mastery; Accuracy, suitability and mastery **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Development of Management Theory **Library:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.*	5%

3	Can understand the business environment;	1. Able to explain the business environment; 2. Able to explain the characteristics of the business environment; 3. Able to explain the importance of studying the business environment; 4. Able to analyze the micro environment and macro environment in business;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Business Environment **Reference:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
4	Can explain business globalization, social responsibility and business ethics	1. Able to explain business globalization; 2. Able to explain various types of international organizations; 3. Able to explain the management of social responsibility and business ethics;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Integrative Managerial Problems **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
5	Can manage change and innovation	1. Able to explain the change process; 2. Able to explain types of organizational change; 3. Able to manage resistance to change; 4. Able to explain contemporary issues in managing change; 5. Able to foster creativity and innovation;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Managing Change and Innovation **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
6	Can explain the meaning of planning, planning functions, planning process, factors in planning;	1. Able to explain the general description of planning; 2. Able to explain the formal planning process; 3. Able to explain the development of strategy concepts; 4. Able to explain strategy levels;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** **Library** Planning Function : *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** **Library** Planning Function : *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%

7	Can understand how to make effective decisions; Can understand how to make effective decisions	1.Able to explain the search for problems and opportunities; 2.Able to explain rational models of decision making; 3.Able to explain the development of effectiveness in decision making and problem solving;	**Criteria:** Accuracy, suitability and mastery; Accuracy, fit and mastery **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Decision Making **References:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** Decision Making **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
8	Can Take Midterm Exams	Able to do midterm exam questions	**Criteria:** Accuracy, suitability and mastery **Form of Assessment** : Test	Doing 2 X 50 Midterm Exam Questions	Doing 2 X 50 Midterm Exam Questions	**Material:** Meetings 1-7 **Bibliography:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** Meetings 1-7 **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	10%
9	Students can understand organizational formulation;	1.Able to explain organizational structure; 2.Able to explain types of organizational design; 3.Able to explain control in organizations;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material: Library** Organization and Control : *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material: Library** Organization : *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%

10	Can understand human resource management;	1. Able to explain the human resource management process; 2. Able to identify and select competent employees; 3. Able to provide employees with the required skills and knowledge; 4. Able to retain competent and high performing employees; 5. Able to explain career management;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Human Resource Management **Bibliography:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** Human Resource Management **Reference:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
11	Can understand individual and organizational behavior;	1. Able to study the focus and goals of organizational behavior; 2. Able to understand personality; 3. Able to understand perception;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Individual and Organizational Behavior **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
12	Can understand about motivating employees;	1. Able to explain what motivation is; 2. Able to explain motivation theories; 3. Able to explain current problems in motivation;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Motivating Employees **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.* **Material:** Motivation **Bibliography:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.*	5%

13	Can understand about leading individuals and groups;	1. Able to explain the definition of leader and leadership; 2. Able to explain leadership theory; 3. Able to explain views on leadership; 4. Able to explain leadership issues; 5. Able to explain groups and collectives; 6. Able to describe effective groups and teams;	**Criteria:** Accuracy, suitability and mastery; **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Leading Individuals and Groups **Bibliography:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** Managing teams and leadership **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
14	Students can understand communication;	1. Able to explain the importance of communication; 2. Able to explain interpersonal communication; 3. Able to explain interpersonal communication barriers; 4. Able to explain effective communication processes in organizations; 5. Able to explain the negotiation process in managing conflict;	**Criteria:** Accuracy, suitability and mastery; Accuracy, fit and mastery **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Managing Critical Organizational Processes **References:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material:** Communication **Literature:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%
15	Students are able to understand company control or supervision;	1. Able to explain the definition of control; 2. Able to explain types of control methods and control system design; 3. Able to explain financial/budget control methods, types of budgets, and auditing processes; 4. Able to explain operational management control of production and service organizations, operating systems and quality control; 5. Able to explain information system management and control as well as CB MIS design;	**Criteria:** Accuracy, suitability and mastery; Accuracy, fit and mastery **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures and presentations; 3 X 50	Zoom meeting or Google Meet; 3 X 50	**Material:** Bibliography Control **:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.* **Material: Library** Control : *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.*	5%

| 16 | Can do final semester exam questions | Doing Final Semester Exam Questions; Doing Final Semester Exam Questions | **Criteria:** Accuracy, suitability and mastery;

 Form of Assessment : Test | Doing Final Semester Exam Questions; 2 X 50 | Doing Final Semester Exam Questions; 2 X 50 | **Material:** Meetings 9-15 **Bibliography:** *Jones, Gareth., & George, Jennifer. 2018. Contemporary Management 10th Edition. New York. Mc Graw Hill Education.*

 Material: Meetings 9-15 **References:** *Robbins, SP & Coutler, M. (2012). Management (Eleventh Edition), Pearson Education Limited.* | 20% |

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Practice / Performance	20%
3.	Test	30%
		100%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.