



Universitas Negeri Surabaya
Vocational Faculty
D4 Culinary Management Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Management Basics	6230502063	Entrepreneurship	T=2	P=0	ECTS=3.18	1	April 28, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
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Learning model	Case Studies
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Program Learning Outcomes (PLO) PLO study program which is charged to the course

Program Objectives (PO)	
PO - 1	CPMK 1 Able to understand the concept and meaning of organization, organizational principles, organizational characteristics
PO - 2	CPMK 2 Able to understand the meaning, tools or components and principles of management
PO - 3	CPMK 3 Able to understand the meaning of manager and leader, as well as their skills independently and responsibly
PO - 4	CPMK 4 Able to understand the organization's external and internal environment as well as the organization's social responsibility towards the environment and society independently and responsibly
PO - 5	CPMK 5 Able to understand and make plans correctly (measurable) and responsibly.
PO - 6	CPMK 6 Able to understand how to make a decision correctly (measurably) and responsibly.

PLO-PO Matrix

	<table border="1"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> <tr><td>PO-5</td></tr> <tr><td>PO-6</td></tr> </table>	P.O	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6
P.O								
PO-1								
PO-2								
PO-3								
PO-4								
PO-5								
PO-6								

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

	<table border="1"> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> <tr><td>PO-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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																	PO-4																	PO-5																	PO-6																
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Short Course Description This course provides an understanding and study of the role of organization and management, as well as its application in the field of culinary arts. The discussion begins with the concepts of management, organization, management and managers, the organizational environment which is deepened by discussing managerial functions consisting of Planning, Organizing, Mobilizing and Supervising in an organization. The learning experience in this course is carried out with efforts to improve reasoning skills through solving problems/cases, communicating through activities in preparing reports, presentations and discussions, being independent, disciplined and responsible. The learning activity ended with each student providing practice in applying management functions in the work organization in the BPGA field through group discussions

References

Main :

- George R. Terry, Lislie W. Rue, 2013, Dasar-Dasar Manajemen, alih bahasa GA. Ticoalu. Jakarta: Bumi Aksara .
- Handoko, Hani T. Manajemen, Edisi2, BPFE, Yogyakarta, 2013. 3. George R. Terry, Prinsip-PrinsipManajemen, alih bahasa J. Smith, D. E. M. Bumi Aksara , Jakarta, 2012.
- James AF Stonner, R Edward F, Daniel R Gilbert JR, Manajemen, Sixth Edition, Printice Hall, Inc. USA, 1996.
- Harold Koontz, C O 19Donnell, HeinzW, Manajemen, Alih Bahasa D Susilaradeya, Airlangga, 1986.

Supporters:

1. Manullang, M, Dasar-Dasar Manajemen, Gadjah Mada University Press, 2012.
2. Robbins, Stephen P, Couler Mary, Manajemen, Jilid 1 & 2, Edisi 7, Alih Bahasa T, Hermaya, Harry Slamet, PT. Indeks Group Gramedia, Jakarta, 2004.
3. James AF Stonner, R Edward F, Daniel R Gilbert JR, Manajemen, Sixth Edition, Printice Hall, Inc. USA, 1996.
4. Dessler, Gary. 2010. Manajemen Sumber Daya Manusia, Jilid 1. Edisi 13. Ahlibahasa : Eli Tanya. Jakarta: PT. Indeks Kelompok Gramedia.
5. Handoko, T. Hani.. 2011. Manajemen Personalia dan Sumber Daya Manusia, Edisi 2. Yogyakarta: BPFE.
6. [5] Rivai, Veithzal. 2011. Manajemen Sumber Daya Manusia Untuk Perusahaan : dari Teori ke Praktik. Jakarta: PT. Raja Grafindo Persada

Supporting lecturer
 Prof. Dr. Any Sutiadiningsih, M.Si.
 Drs. Ec. Mein Kharnolis, M.SM.

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	1.Sub CPMK 1.1 Students are able to study and communicate the meaning of organization in their own words independently and responsibly after reading at least 3 different sources (C2C3A5) 2.Sub CPMK 1.2 Explain the principles of the organization in your own words independently and responsibly after reading at least 3 different sources (C2C3A5)	1.Sub CPMK 1.1.1 Able to examine or clarify the meaning of the organization (in writing) based on at least 3 different sources in your own words and correctly and on time (responsibility) 2.Sub CPMK 1.1.2 Able to communicate (orally) the results of their work (organizational understanding) quickly and confidently (responsibility) 3.Sub CPMK 2.1.1 Able to review or clarify organizational principles based on at least 3 different sources in your own words and correctly and on time (responsibility) 4.Sub CPMK 2.1.2 Able to communicate (orally) the results of their work (organizational principles) quickly and confidently (responsibility)	Criteria: 1.The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6.Student Final Grade: 7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. Form of Assessment : Participatory Activities, Tests	Individually, students explore material from at least 3 different sources and find relevant material (initial information can be seen through the RPS). Review and conclude the material found. Present/communicate the results in front of fellow classmates, provide responses by other students and lecturers, and carry out follow-up actions (correct notes by completing the sources). The results are written to a file (paperless) and uploaded with a set time limit of 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	Material: ORGANIZATION Bibliography: <i>James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.</i>	5%

2	<p>1.Sub CPMK 2.1 Conclude and express the meaning of management in your own words independently and responsibly (C2C3A5)</p> <p>2.Sub CPMK 2.2 Conclude and present management tools (components) in your own words independently and responsibly (C2C3A5)</p> <p>3.Sub CPMK 2.3 Summarize and express management principles in your own words independently and responsibly (C2C3A5)</p>	<p>1.Sub CPMK 2.1.1 Conclude and express the meaning of management in your own words independently and responsibly (C2C3A5)</p> <p>2.Sub CPMK 2.1.2 Able to communicate (orally) the results of their work (organizational understanding) quickly and confidently (responsibility) (C2C3A5)</p> <p>3.Sub CPMK 2.2.1 Conclude and present management tools (components) in your own words independently and responsibly (C2C3A5)</p> <p>4.Sub CPMK 2.2.2 Able to communicate (verbally) the results of their work (organizational understanding) quickly and confidently (responsibility) (C2C3A5)</p> <p>5.Sub CPMK 2.3 Summarize and express management principles in your own words independently and responsibly</p>	<p>Criteria:</p> <p>1.The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6.Student Final Grade:</p> <p>7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p> <p>Form of Assessment : Participatory Activities, Tests</p>	<p>Reviewing and concluding the material found (done at home/before lectures). Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up actions (correcting notes by completing the sources). 2 X 50</p>	<p>Oral delivery of material and guided discussions in accordance with the material presented 2 X 50</p>	<p>Material: MANAGEMENT Bibliography: <i>Robbins, Stephen P, Couler Mary, Management, Volume 1 & 2, Edition 7, Translated by T, Hermaya, Harry Siamet, PT. Gramedia Group Index, Jakarta, 2004.</i></p>	5%
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3	<p>1. Students are able to understand the differences between management and managers as well as the skills that a manager must have</p> <p>2. Sub CPMK 3.1 Analyze, summarize and communicate the differences between management, managers and leadership in your own words independently and responsibly (C4C5A5)</p> <p>3. Sub CPMK 3.2 Find, clarify and express the levels of managers in their own words and be responsible (C4C6C3A5)</p> <p>4. Sub CPMK 3.3 Find, clarify and communicate managerial skills in your own words and be responsible (C4C6C3A5)</p> <p>5. Sub CPMK 3.4 Find, clarify and communicate Leadership skills in your own words and be responsible (C4C6C3A5)</p> <p>6. Sub CPMK 3.5 Find, clarify and communicate the manager's activities in his own words and be responsible (C4C6C3A5)</p> <p>7. Sub CPMK 3.6 Find, clarify and communicate Leader activities in your own words, correctly and responsibly (C4C6C3A5)</p>	<p>1. Sub CPMK 3.1.1 Analyze, summarize and communicate the differences between management, managers and leadership in your own words independently and responsibly (C4C5A5)</p> <p>2. Sub CPMK 3.2 Find, clarify and express the levels of managers in their own words and be responsible (C4C6C3A5)</p> <p>3. Sub CPMK 3.3 Find, clarify and communicate managerial skills in your own words and be responsible (C4C6C3A5)</p> <p>4. Sub CPMK 3.4 Find, clarify and communicate Leadership skills in your own words and be responsible (C4C6C3A5)</p> <p>5. Sub CPMK 3.5 Find, clarify and communicate the manager's activities in his own words and be responsible (C4C6C3A5)</p>	<p>Criteria:</p> <p>1. The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6. Student Final Grade:</p> <p>7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p> <p>Form of Assessment : Participatory Activities, Tests</p>	<p>Examining and concluding the material found (exploring the material and discussion)</p> <p>Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up (correcting notes by completing the sources)</p> <p>2 X 50</p>	<p>Oral delivery of material and guided discussions in accordance with the material presented</p> <p>2 x 50</p>	<p>Material: MANAGEMENT and MANAGERS</p> <p>Bibliography: <i>Robbins, Stephen P, Couler Mary, Management, Volume 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.</i></p>	5%
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4	<p>1.CPMK 4.1 Able to examine, conclude and express the characteristics of the organization's external environment in one's own words, correctly and responsibly (C4C3A5)</p> <p>2.CPMK 4.2 Able to examine, conclude and express the characteristics of the organization's internal environment in one's own words, correctly and responsibly (C4C3A5)</p> <p>3.CPMK 4.3 Able to examine, conclude and express the organization's social responsibility towards the environment and society in one's own words, correctly and responsibly (C4C3A5)</p>	<p>1.CPMK 4.1 Able to examine, conclude and express the characteristics of the organization's external environment in one's own words, correctly and responsibly (C4C3A5)</p> <p>2.CPMK 4.2 Able to examine, conclude and express the characteristics of the organization's internal environment in one's own words, correctly and responsibly (C4C3A5)</p> <p>3.CPMK 4.3 Able to examine, conclude and express the organization's social responsibility towards the environment and society in one's own words, correctly and responsibly (C4C3A5)</p>	<p>Criteria:</p> <p>1.The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6.Student Final Grade:</p> <p>7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p> <p>Form of Assessment : Participatory Activities, Tests</p>	<p>Examining and concluding the material found (exploring the material and discussion) Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up (correcting notes by completing the sources) 2 X 50</p>	<p>Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers</p>	<p>Material: ORGANIZATIONAL ENVIRONMENT Reference: <i>Manullang, M, Basics of Management, Gadjah Mada University Press, 2012.</i></p>	5%
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5	<p>1.CPMK 5.1 Able to examine, conclude the meaning of planning in your own words, measurable and responsible (C4C3A5)</p> <p>2.CPMK 5.2 Able to clarify the stages of planning, and compose examples in your own words, measurable and responsible (C4C3A5)</p> <p>3.CPMK 5.3 Able to explain the characteristics of good planning following examples in your own words, measurable and responsible (C4C3A5)</p> <p>4.CPMK 5.4 Able to explain the benefits of good planning in your own words, measurable and responsible (C4C3A5)</p> <p>5.CPMK 5.5 Able to explain the good, bad, good planning in your own words, measurable and responsible (C4C3A5)</p> <p>6.CPMK 5.6 Able to explain the factors that cause failure of a plan in your own words, measurable and responsible (C4C3A5)</p>	<p>1.CPMK 5.1 Able to examine, summarize the meaning of planning in your own words, measurable and responsible (C4C3A5).</p> <p>2.CPMK 5.2 Able to clarify the stages of planning, and compose examples in your own words, measurable and responsible (C4C3A5)</p> <p>3.CPMK 5.3 Able to explain the characteristics of good planning following examples in your own words, measurable and responsible (C4C3A5)</p> <p>4.CPMK 5.4 Able to explain the benefits of good planning in your own words, measurable and responsible (C4C3A5)</p> <p>5.CPMK 5.5 Able to explain the good, bad, good planning in your own words, measurable and responsible (C4C3A5)</p> <p>6.CPMK 5.6 Able to explain the factors that cause failure of a plan in your own words, measurable and responsible (C4C3A5)</p>	<p>Criteria:</p> <p>1.The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6.Student Final Grade:</p> <p>7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p> <p>Form of Assessment : Participatory Activities, Tests</p>	<p>Examining and concluding the material found (exploring the material and discussion)</p> <p>Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up (correcting notes by completing the sources)</p> <p>2 X 50</p>	2 x 50	<p>Material: PLANNING</p> <p>Bibliography: <i>Manullang, M, Basics of Management, Gadjah Mada University Press, 2012.</i></p>	5%
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6	<p>1.Sub CPMK 6.1 Able to clarify, summarize the meaning of decisions in your own words, measurable and responsible (C4C5A5)</p> <p>2.Sub CPMK 6.2 Able to clarify, summarize the decision making process in your own words, measurable and responsible (C4C5A5)</p> <p>3.Sub CPMK 6.3 Able to clarify, summarize decision making techniques in your own words, measurable and responsible (C4C5A5)</p> <p>4.Sub CPMK 6.4 Able to clarify, distinguish symptoms and problems in your own words, measurable and responsible (C4C3A5)</p> <p>5.Sub CPMK 6.5 Able to explain the differences in types of decisions in your own words, measurable and responsible (C4C5A5)</p>	<p>1.Sub CPMK 6.1 Able to clarify, summarize the meaning of decisions in your own words, measurable and responsible (C4C5A5)</p> <p>2.Sub CPMK 6.2 Able to clarify, summarize the decision making process in your own words, measurable and responsible (C4C5A5)</p> <p>3.Sub CPMK 6.3 Able to clarify, summarize decision making techniques in your own words, measurable and responsible (C4C5A5)</p> <p>4.Sub CPMK 6.4 Able to clarify, distinguish symptoms and problems in your own words, measurable and responsible (C4C5A5)</p> <p>5.Sub CPMK 6.5 Able to explain the differences in types of decisions in your own words, measurable and responsible (C4C5A5)</p>	<p>Criteria:</p> <p>1.The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6.Student Final Grade:</p> <p>7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p> <p>Form of Assessment : Participatory Activities, Tests</p>	<p>Examining and concluding the material found (exploring the material and discussion) Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up (correcting notes by completing the sources) 2 X 50</p>	<p>Oral delivery of material and guided discussions in accordance with the material presented 2 X 50</p>	<p>Material: DECISION MAKING Bibliography: <i>Robbins, Stephen P, Couler Mary, Management, Volumes 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.</i></p>	5%
7	<p>Students are able to understand communication, communication goals, communication functions and how to overcome communication barriers.</p>	<p>- Explain the meaning of communication - Explain good communication techniques. - Explain the flow of communication in the organization. - Explain the inhibiting factors in communication. - Explain ways to overcome barriers in communication.</p>	<p>Criteria:</p> <p>1.The assessment criteria are carried out by looking at aspects:</p> <p>2.1. Participation: carried out by observing student activities (weight 2)</p> <p>3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)</p> <p>4.3. UAS: carried out every semester to measure all indicators (weight 3)</p> <p>5.4. Task: carried out on each indicator (weight 3)</p> <p>6.Student Final Grade:</p> <p>7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.</p>	<p>Group discussion presentation 2 X 50</p>		<p>Material: COMMUNICATION Reader: <i>Manullang, M, Basics of Management, Gadjah Mada University Press, 2012.</i></p>	5%

8	MIDTERM EXAM	Students can answer the questions on the test	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Independent Study 2 X 50		<p>Material: MIDDLE SEMESTER EXAMINATION Bibliography: <i>James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.</i></p>	15%
9	Students are able to understand organizing and creating an organizational structure for dividing work.	<ul style="list-style-type: none"> - Explain the meaning of organizing. - Explain the division of work in the organization. - Explain departmentalization - Explain the parts in the organizational structure 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Presentation and group discussion 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	<p>Material: ORGANIZATION Bibliography: <i>Handoko, Hani T. Management, Edition 2, BPFE, Yogyakarta, 2013.</i> <i>3. George R. Terry, Principles of Management, translated by J. Smith, DEM Bumi Aksara, Jakarta, 2012.</i></p>	5%

10	Students are able to understand Authority and Power	- Explaining Authority - Explaining Power - Explaining the manager's authority and influence	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6.Student Final Grade: 7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Presentation and group discussion 2 X 50		<p>Material: AUTHORITY AND POWER Bibliography: <i>James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.</i></p>	5%
11	Students are able to understand how Human Resources selection organizes promotion and transfer training staff	- Explain the methods of HR selection - Explain the sources of labor. - Explain how to organize staff. - Explain how to train new and old employees. - Explain promotions and transfers	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6.Student Final Grade: 7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Presentation and group discussion 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	<p>Material: HUMAN RESOURCE MANAGEMENT Bibliography: <i>James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.</i></p>	0%

12	Students are able to understand how to motivate employees	- Explain motivation theories. - Explain about compensation. - Explaining rewards and bonuses.	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6.Student Final Grade: 7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Presentation and group discussion 2 X 50		<p>Material: MOTIVATION Bibliography: <i>Robbins, Stephen P, Couler Mary, Management, Volume 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.</i></p>	5%
13	Students are able to understand how to lead	- Explain the definition of leadership. - Explain theories about leadership.	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6.Student Final Grade: 7.Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. <p>Form of Assessment : Participatory Activities, Tests</p>	Presentation and group discussion 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	<p>Material: LEADERSHIP Bibliography: <i>James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.</i></p>	5%

14	Students are able to understand various leadership styles and the characteristics of a leader	- Explain the various leadership styles. - Explain the various characteristics of leaders	Criteria: 1. The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. Form of Assessment : Participatory Activities, Tests	Presentation and group discussion 2 X 50		Material: LEADERSHIP Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%
15	Students are able to understand how to supervise activities within an organization. Able to explain monitoring techniques -	Explain the definition of supervision. - Explain the monitoring process. - Explain the types of supervision - Explain supervision techniques. - Explain supervision standards. - Explain the relationship between the monitoring function and planning.	Criteria: 1. The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. Form of Assessment : Participatory Activities, Tests	Practice discussion and reflection 2 X 50		Material: SUPERVISION Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%
16			Form of Assessment : Project Results Assessment / Product Assessment, Test	2 X 50	2 x 50		20%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	37.5%
2.	Project Results Assessment / Product Assessment	10%
3.	Test	47.5%
		95%

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** ability in the process and student learning outcomes are specific and measurable statements that identify the ability 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.