

Module Handbook

Module Name:	Management Organization
Module Level:	Bachelor
Abbreviation, if applicable:	MNO301
Sub-heading, if applicable:	-
Courses included in the module, if applicable:	-
Semester/term:	4 th / Second Year
Module coordinator(s):	Drs. Abdul LatiefBurhan, MS.
Lecturer(s):	Drs. Abdul LatiefBurhan, MS.
Language:	Bahasa Indonesia
Classification within the curriculum	Compulsory Course / Elective Studies
Teaching format / class hours per week during semester:	2 hours (50 min / hour)
Workload:	2 hours menyusun proposal, 2 hours konsultasi, 2 hours report, 13 week a semester, and total 78hours asemester ~ 2.6 ECTS *
Credit Points:	2 SCU
Requirements:	Pancasila
Learning goals/competencies:	<p>General Competence (Knowledge): Able to understand the organization's application management into practice and profession</p> <p>Specific Competence: 1. be able to manage the leadreship in organization 2. be able to understand the structure and function of the organization 3. be able to do a case study of organizational management</p>
Content:	Preliminary; Multidimensional Humans; Self evaluation; Personality Self; Organizational Structure and Function; Basic functions Mangemen, Total Quality Management, Management startegic, Qolbu Management, Leadership Amanah, nature and characteristics of Leader, Combating Corruption; Case Study Management Organization, Being the Best Insan.
Attribut soft skill	Expansion holistic insight
Study/exam achievements:	<p>Students are considered to be competent and pass if at least get score 55.</p> <p>The final scored is calculated by follow : Assignment 20%, Quiz 30%, UTS 30%, UAS 50%</p> <p>Final index is defined as follow:</p> <p>A : 75 - 100 AB : 70 - 74.99 B : 65 - 69.99 BC : 60 - 64.99 C : 55 - 59.99 D : 40 - 54.99</p>

	E : 0 - 39.99
Forms of Media:	LCD Projector, slide, whiteboard
Learning Methods	Lectures and discussion
Literature:	<ol style="list-style-type: none"> 1. Anonimus, 2004, Sistem Akuntabilitas Kinerja Instansi Pemerintah, Edisi Kedua, Lembaga Administrasi Negara, Jakarta 2. Hardjosoedarno, S., 2004, Total Quality Management, Penerbit Andi Jogjakarta 3. Kauzes Posners, 2002, Leadership The Challenge, Edisi Ke 3-Tantangan Kepemimpinan, Penerbit Erlangga.
Notes:	<p>*Total ECTS = $\{(total\ hours\ workload\ \times\ 50\ min)\ / 60\ min\} / 25\ hours$ Each ECTS is equals with 25 hours</p>