# Management at Administration (MA)

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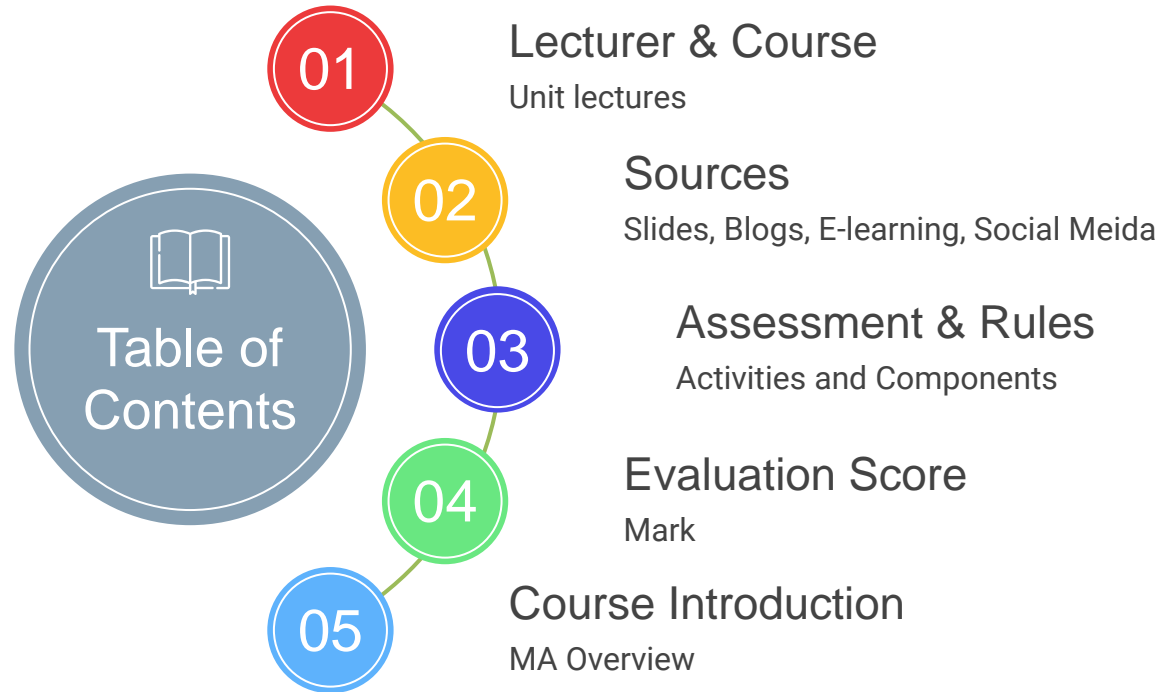Universitas Bina Darma

Palembang

2021

# Purposes

- Mengetahui lingkup mata kuliah "Management at Administration" (MA)
- Memperkenalkan sistem pembelajaran MA
  - Mode Pembelajaran
  - Komponen Penilaian
  - Score Penilaian
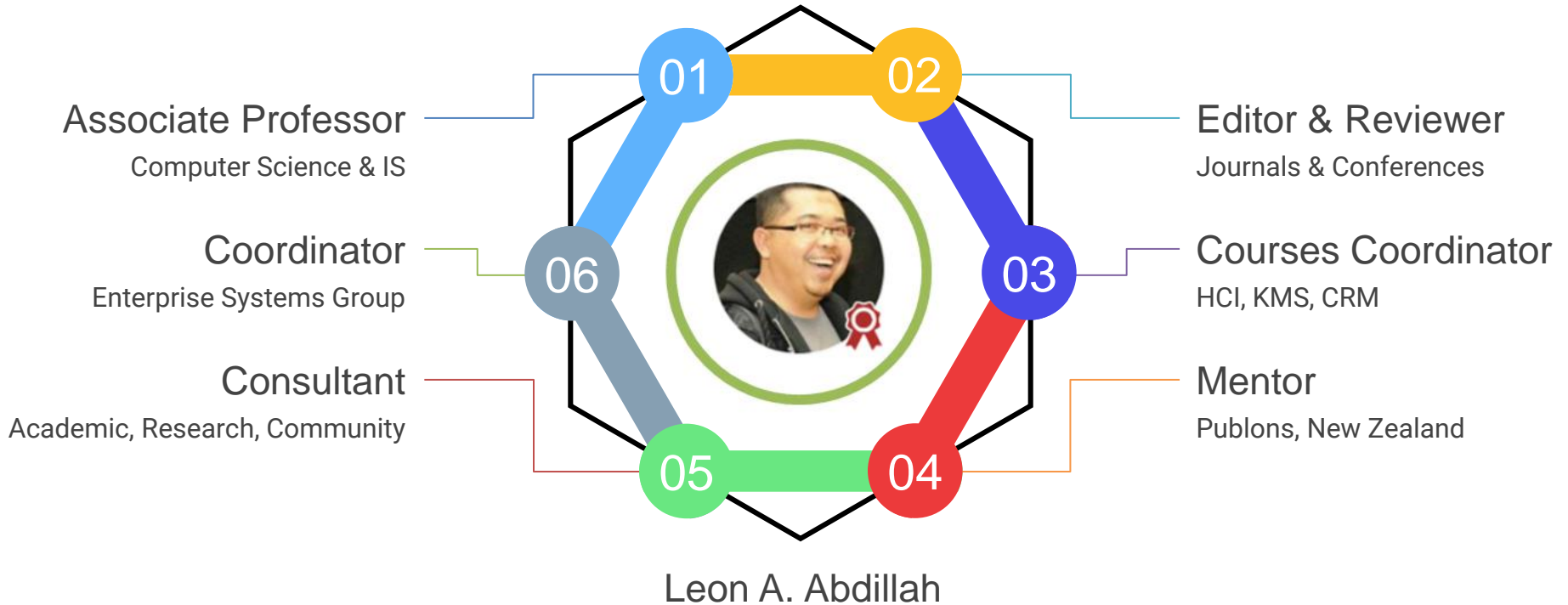  - Sumber Materi Ajar
  - Dll.

# Agenda

## Table of Contents

**01** Lecturer & Course
Unit lectures

**02** Sources
Slides, Blogs, E-learning, Social Meida

**03** Assessment & Rules
Activities and Components

**04** Evaluation Score
Mark

**05** Course Introduction
MA Overview

# Lecturer Information

01
Associate Professor
Computer Science & IS

02
Editor & Reviewer
Journals & Conferences

06
Coordinator
Enterprise Systems Group

03
Courses Coordinator
HCI, KMS, CRM

05
Consultant
Academic, Research, Community

04
Mentor
Publons, New Zealand

Leon A. Abdillah

# List of Courses Taught

**01** Systems Analysis & Design

**02** Enterprise Systems

**03** Research Methods

**04** Human-Computer Interaction

**05** Knowledge Management Systems

**06** Human Capital Management

**07** Algorithms, Programming, Data Structures

**08** Supply Chain Management

**09** Business Process

# Unit Lectures

| No | Content | No | Content |
|----|---------|----|---------|
| 1 | Introduction to Office orientation | 9 | Travel arrangements |
| 2 | Communication | 10 | Human resources management |
| 3 | Recruitment and orientation | 11 | Accounts and financial services |
| 4 | Daily Exam | 12 | Procurement and inventory management |
| 5 | Records and information management | 13 | Sales, marketing and customer service |
| 6 | Reception and hospitality | 14 | Operations, Despatch and Transport Offices |
| 7 | Meetings | 15 | Presentations |
| 8 | Mid Exam | 16 | Final Exam |

# Learning Media & Sources

## Moodle

Moodle →
elearning.binadarma.ac.id

## Facebook

MA 2020-2021 Genap
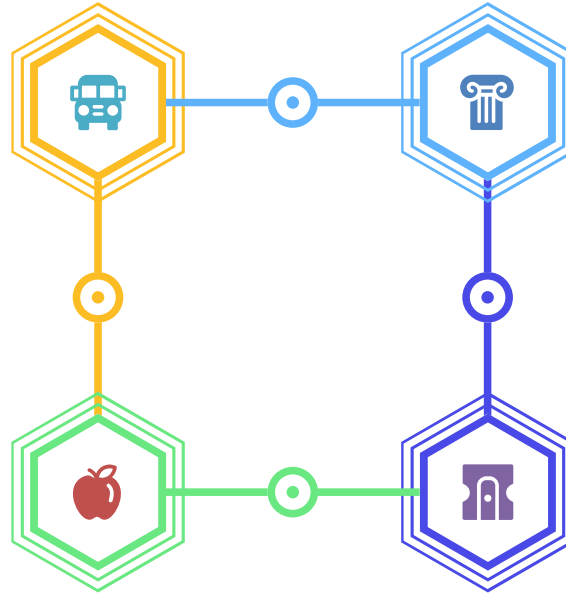
## Blogs

- blog.binadarma.ac.id/mleonaa → Teaching | Management Administation
- leonabdillah.wordpress.com | Teaching | Management Administration

## WhatsApp

WhatsApp Group of MA

# Assessment Component

**Class Activities**
Quiz & Presence
01
**15%**

**Middle Exam**
Mid Test
02
**20%**

**Reports**
Tasks & Presentation
03
**25%**

**Final Exam**
Final Test
04
**40%**

# Course Rules

01   Registered in KRS

02   Attendance >= 80%

03   Discipline < 15 min late

04   Honest

05   Academic Rules

06   Schedule

# Evaluation Score

| No. | Total Score | Nilai | Bobot |
|---|---|---|---|
| 1 | 085 – 100 | A | 4 |
| 2 | 070 – 084 | B | 3 |
| 3 | 055 – 069 | C | 2 |
| 4 | 040 – 054 | D | 1 |
| 5 | 000 - 039 | E | 0 |

| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | A | A | A | A |
| | | | | | | | | | | | | | B | B | B | | | | |
| | | | | | | | | | | C | C | C | | | | | | | |
| | | | | | | | D | D | D | | | | | | | | | | |
| E | E | E | E | E | E | E | | | | | | | | | | | | | |

# MA Overview

- Definition?

- What does the discipline of MA cover?

- Why study MA?

# Core Concepts Preview

- **Data**
  - Raw facts (fakta-fakta mentah) such as an employee's name and number of hours worked in a week, inventory part numbers or sales orders.

- **Information**
  - A collection of facts organized in such a way that they have additional value beyond the value of the facts themselves.

- **Information Systems**
  - The collections of elements that processing data info information for specific purposes

# Data Processing

•

Data

Information

| $35,000  12 Units $12,000 J. Jones Western Region $100,000  100 Units                35 Units |

→ Data Processing →

Salesperson: J. Jones Sales Territory: Western Region Current Sales: 147 Units = $147,000

# **Data Processes**

- The types of basic process are (Curtis and Cobham, 2004):
  - classification of data;
  - rearranging/sorting data;
  - summarizing/aggregating data;
  - performing calculations on data;
  - selection of data.

# Information Systems [1/3]

- The main area most associated with IT is Information Systems (IS). Both IT and IS rely on the central terminology, namely information (Abdillah, 2020).

- Information systems (IS) in organizations capture and manage data to produce useful information that supports an organization and its employees, customers, suppliers, and partners (Whitten & Bentley, 2007).

- An **information system** (IS) can be any organized combination of people, hardware, software, communications networks, data resources, and policies and procedures that stores, retrieves, transforms, and disseminates information in an organization (O'Brien & Marakas, 2011).

# Information Systems [2/3]

- An **information system** combines information technology, people, and data to support business requirements (Shelly & Rosenblatt, 2012).

- **Information system**, an integrated set of components for collecting, storing, and processing data and for providing information, knowledge, and digital products (Zwass, 2016).

- An **information system** is a set of interrelated components that collect, process, store, and provide as output the information needed to complete business tasks (Satzinger, Jackson & Burd, 2016).

# Information Systems [3/3]

- An information system combines technology, people, and data to provide support for business functions such as order processing, inventory control, human resources, accounting, and many more (Tilley, 2020).

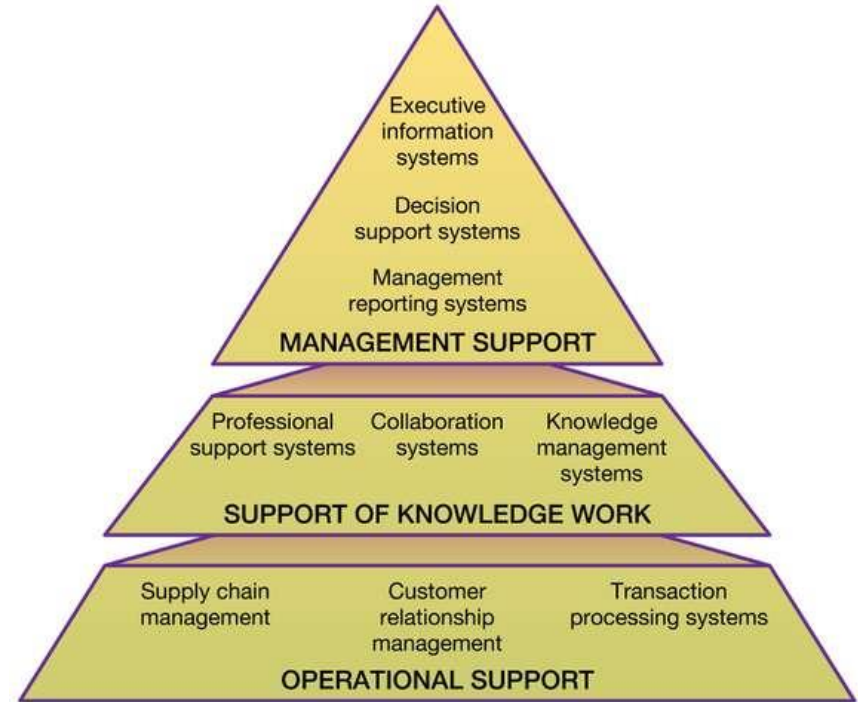# Information Systems [4/4]

- IS
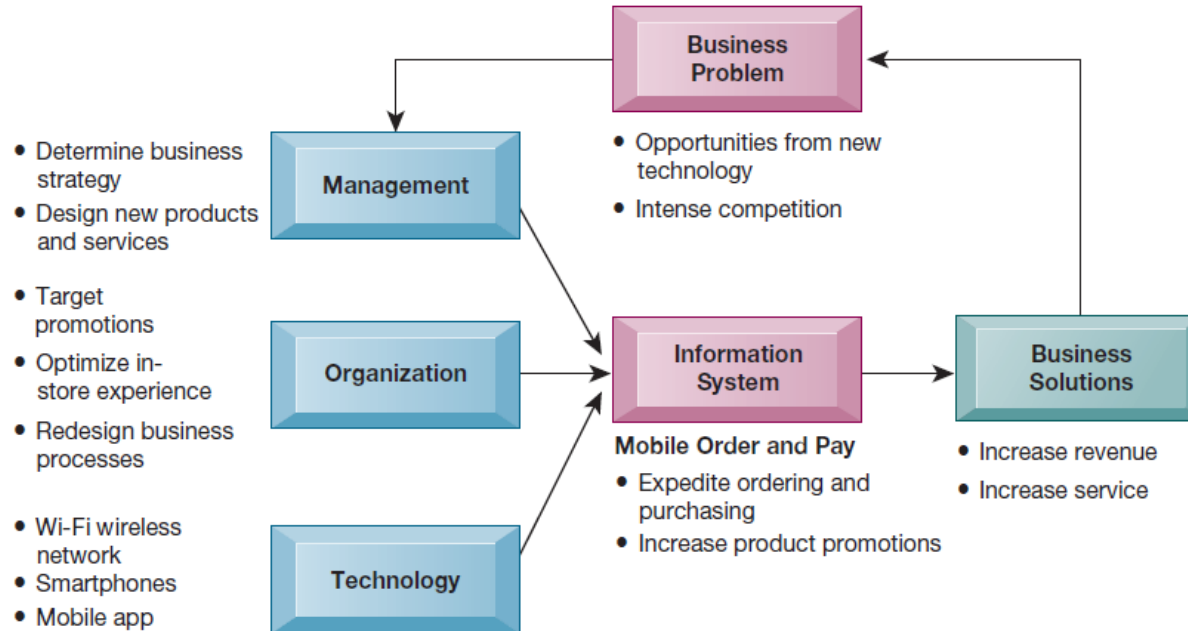
# Information Technology

- **Information technology (IT)** refers to the combination of hardware, software, and services that people use to manage, communicate, and share information.

- More than ever, business success depends on information technology.

- IT is driving a new digital economy, where advances in hardware, software, and connectivity can provide enormous benefits to businesses and individuals.

(Shelly & Rosenblatt, 2012)

# Information Systems Types

- At least 3 (three) layers of IS (Zwass, 2016):
  - Management Support
  - Support of Knowledge Work
  - Operational Support



Executive information systems
Decision support systems
Management reporting systems
**MANAGEMENT SUPPORT**

Professional support systems | Collaboration systems | Knowledge management systems
**SUPPORT OF KNOWLEDGE WORK**

Supply chain management | Customer relationship management | Transaction processing systems
**OPERATIONAL SUPPORT**

© 2012 Encyclopædia Britannica, Inc.

# Business IS

- The relationship between different parts of an organisation and how they are related according to systems theory.

- The control mechanism is indicated by the arrowed line from the output back to the input.
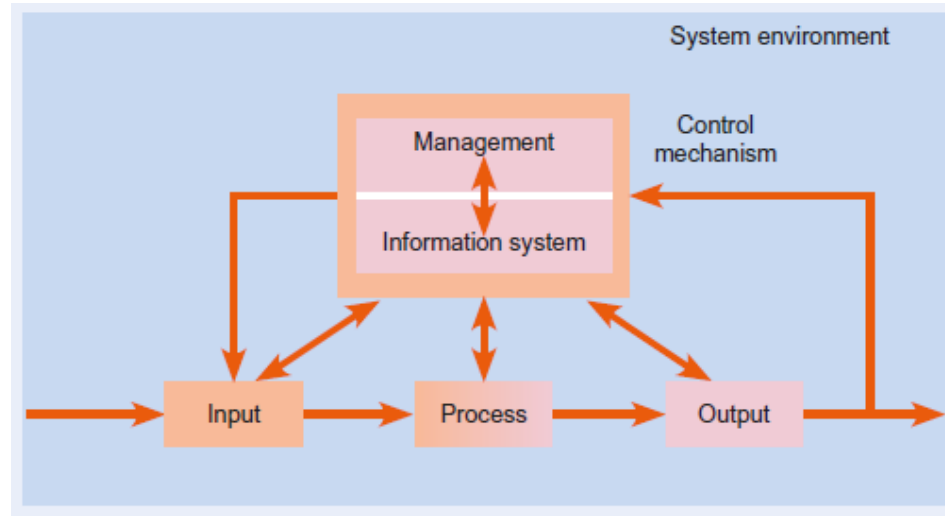


(Bocij, Greasley & Hickie, 2015)

# Office [1/2]

- The office is considered as the centre of any business, whether large or small (Trenfield-newsome & Walker, 2011).
- The functions of the office include:
  - production;
  - distribution and exchange of goods and services;
  - collection, processing and preservation of information;
  - dissemination of information;
  - organizational and legal control.

# Office [2/2]

- To some it is where the management is and where the paperwork is done: to others it is where the clerks do their work, where the correspondence is done and where the filing is kept (Eyre, 1989).

# Management [1/2]

- The work of the office is now inextricably bound up with all levels of general management (Eyre, 1989).

# Management [2/2]

- A hierarchical structure of management would look like this:

(Trenfield-newsome & Walker, 2011).

# Administration [1/2]

- Administrative activities and processes exist at all levels of management.

- Media information that is most in demand today can be accessed via the internet (Manulang, Abdillah, & Kurniawan, 2017).

# Administration [1/2]

- Attendance administration during the COVID-19 pandemic (Abdillah, 2020c) can be carried out using a number of applications:

  - Cloud Zoom Meetings (Abdillah, 2020a)

  - Employee Attendance  Monitoring System (Munshi *et al.*, 2019)

  - Attendance using QR-Code (Al Satrio, Abdillah, & Syazili, 2017)

# You Know Now

- The MA discipline includes the study of:
  - Data, Information
  - Information Technology & Information Systems
  - Administration
  - Management
  - Office
- MA is worth studying because it aligns both technolgy with administration and management aspects

# Homework

1. Prepare your SocialMedia ID (**FaceBook**)

2. Set a **group discussion** consist of 2-4 students for small class (<=20), 5-6 students for medium class (21-35), or 7-8 students for large class (>36)

3. Create an account in CloudPrepare your blog using **WordPress [yourname]**, create a <u>PAGE</u>/laman of "MA" or "Management Administration".

4. Create a cloud repository (**DropBox**)

5. Develop your **team project theme** based on the information given from several sources (journals, conference proceedings, books, or master theses). You may use one of these sources: a) GOOGLE SCHOLAR (http://scholar.google.com/) or b) MICROSOFT ACADEMIC SEARCH (http://academic.research.microsoft.com/)

# Assignment

- Assignment 01
  - Browse at least 5 (five) definitions of Administration, Management, Office (from Books, Journal Articles, etc.).
  - Save your assignment in word as "MA2021-Class-01-Group/Name"
  - Store it in DropBox, paste the URL from DropBox into the submitted URL!

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