



UNIVERSITAS PENDIDIKAN NASIONAL (UNDIKNAS UNIVERSITY)

FACULTY OF BUSINESS AND ECONOMICS

Jl. Bedugul No. 39 Sidakarya Denpasar, Telp (0361) 723868 Fax. (0361) 723077 Kode Pos (3261) 225

SYLLABUS

HUMAN RESOURCES MANAGEMENT

**BACHELOR COURSE
MANAGEMENT STUDY PROGRAM
COURSE CODE: 181402
5 ECTS**

1. PURPOSE:

This course is designed to help you to become a more effective manager (and employee) by building skills and raising awareness of critical human resource related issues. All material will be presented in the context of the current workforce

2. COURSE DESCRIPTION:

Human Resource Management is a specialization within the field of Management that encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. The effective performance of these functions requires understanding and skill in employment law, planning, job analysis, recruitment, selection, orientation, training, employee development, performance appraisal, compensation, benefits, safety, and labor relations. Even if you do not enter into a career in Human Resources, you should understand the topics covered in this course since the job of the general manager is to supervise people as well as financial and material resources. Since managers report that they spend about half their time dealing with "people-related" issues, it is important that you are introduced to the major topics associated with managing people in the context of the global marketplace. Furthermore, this course will be useful no matter what career path you pursue since it addresses issues that will have an impact on you in the workplace.

3. PREREQUISITE SUBJECT: None

4. LEARNING OBJECTIVES:

a. Objectives that related to improve students' cognitive ability:

- How does human resource strategy tie into overall organizational strategy?
- What legal issues must be considered when practicing human resource management/management?

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- How is a changing workforce affecting the way employees are selected, trained, and promoted?
- How does domestic and international human resource management differ?
- What factors impact the design and implementation of compensation and benefit programs?
- How can employees become motivated?
- What should be done to prepare for a career in human resource management/management?

b. Objectives that related to personality development (soft-skills) such as:

- Development of basic skills in analyzing problems that arise in business and economy.
- Writing skills development
- Presentation skills (public speaking) development
- Teamwork skills development
- Self-confidence development
- Problem-solving skills development

5. DUTIES:

Students are divided into several groups, each group will discuss several topics.

6. LEARNING METHODS:

The learning process will be focused on the student (student-centered learning) in which the student must participate actively in the process of learning. The first session will be filled with active lecturing that will discuss the concept according to the topics in syllabus. At the meeting of the seventh and tenth, Collaborative Learning (CL) will be used as the learning method.

7. EVALUATION OF LEARNING:

Number	Marking Criteria	Weighted mark
1.	Attendance	10 %
2.	Quiz	10 %
3.	Mid-term Exam	15 %
4.	Final Exam	15 %
5.	Individual assignment	10 %
6.	Group assignment	05 %
7.	Contribution in discussion	20 %
8.	Personality	15 %
Total		100 %

8. PLAGIARISM:

Plagiarism is to enter the words / sentences / ideas of others in part or in whole without citing sources. If students enter the words / phrases from other authors, should be mentioned the source. Plagiarism includes copying part or all of the other students' work or copying books, journals, webs, newspapers and magazines, etc.

Plagiarism also includes auto-plagiarism which include the words / sentences / papers that have been collected for the assessment by without mentioning the source. Accordance with the rules of conduct and code of ethics, the student is prohibited to do plagiarism and will be penalized if found guilty. Punishment for plagiarism: Papers given a value of zero, the maximum E.

9. LECTURE TOPICS:

Meeting	Topic	Book
1	INTRODUCTION	Garry Desler
2	RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT	Garry Desler
3	RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT	Garry Desler
4	TRAINING AND DEVELOPMENT	Garry Desler
5	TRAINING AND DEVELOPMENT	Garry Desler
6.	TRAINING AND DEVELOPMENT	Garry Desler
7.	Quiz	
8.	MID TERM EXAM	
9.	COMPENSATION	Garry Desler
10.	COMPENSATION	Garry Desler
11.	EMPLOYEE RELATION	Garry Desler
12.	EMPLOYEE RELATION	Garry Desler
13.	EMPLOYEE RELATION	Garry Desler
14.	EMPLOYEE RELATION	Garry Desler
15.	Quiz	
16.	FINAL EXAM	

10. WORKLOAD:

HUMAN RESOURCES MANAGEMENT
16 weeks

		Weeks per semester																TOTAL hrs	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
INDEPENDENT WORK	Homework, assignments		2	2	2	2	2	2			2	2	2	2	2	2		24	
	Workshops					4												4	
	Exam preparation							9									10	19	
	Company visits, excursions												4					4	
	Preparation for presentations and papers		1	1	1	1	1	1			1	1	1	1	1	1		12	
	Preparation for class		2	2	2	2	2	2			2	2	2	2	2	2		24	
	Follow-up for class		1	1	1	1	1	1			1	1	1	1	1	1		12	
	Final essay paper																	10	10
	Course evaluation																	2	2
	Workshops and Excursion Paper							2						2					4
115																			
HRS OF EXAMS									2								2	4	
MANDATORY CLASS ATTENDANCE	Class Weekly hrs - 2	2	2	2	2	2	2	2			2	2	2	2	2	2		26	
TOTAL WORKLOAD PER COURSE (HOURS)																			
145																			
TOTAL ECTS																			
5																			

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