

SYLLABUS

Date / Revision 13 Aug 2016 / 20 Aug 2017 / PP
Faculty Business and Social Sciences
Study Programs MGT/IBA/HTM

SUBJECT: Human Resources Management

1 Basic Information

1.01	Subject Name	Human Resources Management
1.02	Semester	4
1.03	Level	1
1.04	SKS	3
1.05	Mandatory / Curriculum	F-09
1.06	Subject Code	HRM1
1.07	Subject Code	BSS-F-HRM1-2000
1.08	Year	2017 (7)
1.09	Quality Control	Final Test, OFSE, see evaluation
1.10	Limitations	Min 12 and Max 32 students in one class
1.11	Combined with	MGT, IBA, HTM
1.12	Prerequisite	Business Management 1, Business Management 2, Business Communication, Economics 1, Economics 2, Management Theory & Sociology
1.13	Responsible	Dr. Samuel Prasetya
1.14	Revision	20-08-2017/pp

2 Description of Subject

This course discusses the behavior of individuals and groups in the organization. The scope of this course is the behavior of the structure and processes of the organization. Level of analysis includes the level of individual, group and organizational. Topics behavior can be divided into individual behavior and group behavior and interpersonal influence. Individual behavior is divided into two parts: the behavior of individuals and their differences, as well as motivation. Group behavior and interpersonal influence are divided into four main sections topics such as group behavior, intergroup behavior, power and politics, as well as leadership. Topics organizational structure essentially discusses organizational structure, as well as design work and organization. Topics include the process two things: the process of communication and decision-making process. The subject of this process will be completed with the organization's culture.

3 Objectives

- The basic of human resources management
- The foundation of managing human resources within organizations
- The elements pertinent to human resources management for organizations
- The relationships among members of the organization
- The role of employees within organizations
- The attitude in leadership
- The organizational human capital within organizations

4 Competency

After having the course, students are expected to:

- After following this course, students are expected to understand the basic of human resources management
- Students are expected to understand and be able to analyze the foundation of managing human resources within organizations
- Students are able how to recognize and understand the elements pertinent to human resources management for organizations
- students are able to take the right decision and was able to establish good relationships among members of the organization
- Student is able to analyze the role of employees within organizations
- Student represent good attitude in leadership
- Student able to create and analyze organizational human capital within organizations.

5 Learning Approach / Methodology

- Lectures/ Class contact (time-tabled) supplemented with interactive questions and answers;
- Discussion and describe the solution of the problem in the company;
- Tutorial/Laboratory/Practice Classes: preview of materials, revision and/or reports writing;
- Student Study Effort: homework/assignment; preparation for test/quizzes/ examination.

6 Evaluation

5.1	Absence maximum	25%
5.2	Participation in Discussion	05 Points
5.3	Homework / Classwork	05 Points
5.4	Presentation /Simulation	10 Points
5.5	Daily Quiz	20 Points
5.6	Final Examination	60 Points
	Total	100 Points

7 Text Book and Reference

1	Main Text Book: “ <i>Fundamentals of Human Resources Management, 6th Edition -- 2014</i> ”, Authors: Noe, Raymond A, John R. Hollenbeck, Barry Gerhart & Patrick M Wright, Publisher: International Edition, McGraw-Hill, New York: USA, ISBN: 978-1-259-25445-1
2	Supplement Textbooks: Various online journal articles

8 Content / Topics of Lecture

Week	Content/ Topics of Lecturing	Text Book Chapter	Remark
1	Managing Human Resources: Human resources & company performance, Responsibilities of Human Resources Departments.	Ch. 1	
2	Trends in Human Resources Management: Change in the labor force, High performance work systems, Technological change in HRM.	Ch. 2	
3	Equal Employment Opportunity: Regulation of HRM, Equal Employment Opportunity, Occupational Safety & Health Act.	Ch. 3	Quiz 1 Draft 1
4	Analyzing Work and Designing Jobs: Work Flow Organization, Job analysis, Job design.	Ch. 4	
5	Planning & Recruiting Human Resources: The process of HR Planning, Recruiting HR, Personnel policies, Recruitment sources.	Ch. 5	
6	Selecting Employees & Placements: Selection process, Job application and resumes, Employment tests and work samples.	Ch. 6	Quiz 2 Draft 2
7	Training Employees	Ch. 7	
8	Semester Break		
9	Developing Employees	Ch. 8	
10	High Performance Organizations	Ch. 9	Quiz 3 Draft 3
11	Managing Employees Performance	Ch. 10	
12	Separating & Retaining Employees	Ch. 11	
13	Establishing the Pay Structure	Ch. 12	Quiz 4 Draft 4
14	Recognizing Employees Contribution	Ch. 13	
15	Providing Employees Benefits	Ch. 14	
16	Silent Break		
17/18	Final Examination		