

SYLLABUS

Date/ Revision	August 13, 2016
Faculty	Business and Social Sciences
Approval	Dr. Samuel Prasetya

SUBJECT : HUMAN RESOURCES MANAGEMENT

1. Identification of Subject:

Name of Subject	: Human Resources Management	
Code of Subject	: MGNT-2100	MGNT-2101
SKS/ECTS	: 4 SKS	3 SKS
Semester	: 3	4
Lecturers	: Dr. Samuel Prasetya, Norman Yachya, MBA, Dr. I Made Artika, Wulan, MBA & Zairil, MM	
Study Programs	: B-MGT/B-IBA	B-INE

2. 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

3. 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.

4. Learning Approach

Approach	: Combination of expository - inquiry and collaborative
Method	: Discussions, questions/answers, sample problems/cases

Student Task : Quizzes and group projects
Media : LCD projector

5. Evaluation

- a) Absence maximum : 25%
b) Participation in discussion : 5 points
c) Homework, Classwork : 5 points
d) Presentation, Simulation : 10 points
e) Daily Quiz : 20 points
f) Final Examination : 60 points
Total : 100 points

6. Contents/Topics of Lecturing:

Week	Content / Topics of Lecturing	Text Book Chapter	Remark
1	Managing Human Resources <ul style="list-style-type: none"> Human resources & company performance Responsibilities of Human Resources Departments 	Chapter 1	
2	Trends in Human Resources Management <ul style="list-style-type: none"> Change in the labor force High performance work systems Technological change in HRM 	Chapter 2	
3	Equal Employment Opportunity <ul style="list-style-type: none"> Regulation of HRM Equal Employment Opportunity Occupational Safety & Health Act 	Chapter 3	Quiz 1 Draft 1
4	Analyzing Work and Designing Jobs <ul style="list-style-type: none"> Work Flow Organization Job analysis Job design 	Chapter 4	
5	Planning & Recruiting Human Resources <ul style="list-style-type: none"> The process of HR Planning Recruiting HR Personnel policies Recruitment sources 	Chapter 5	
6	Selecting Employees & Placements <ul style="list-style-type: none"> Selection process Job application and resumes Employment tests and work samples 	Chapter 6	Quiz 2 Draft 2
7	Training Employees	Chapter 7	
8	Semester Break: Only Make-Up Classes		
9	Developing Employees	Chapter 8	
10	High Performance Organizations	Chapter 9	Quiz 3 Draft 3
11	Managing Employees Performance	Chapter 10	
12	Separating & Retaining Employees	Chapter 11	
13	Establishing the Pay Structure	Chapter 12	Quiz 4

Week	Content / Topics of Lecturing	Text Book Chapter	Remark
			Draft 4
14	Recognizing Employees Contribution	Chapter 13	
15	Providing Employees Benefits	Chapter 14	
16	Semester Break: Only Make-Up Classes		
17	Final Examination	All Chapters (1-14)	

7. Book Reference:

a) Main Textbook

Noe, Raymond A, John R. Hollenbeck, Barry Gerhart & Patrick M Wright, 2014, "Fundamentals of Human Resources Management" 6th Edition, International Edition, McGraw-Hill, New York: USA. ISBN # 978-1-259-25445-1

b) Supplement Articles

Various online journal articles