

Description of Course Unit according to the ECTS User's Guide 2015

Course unit title	Human Resources Management
Course unit code	SAP6308
Type of course unit (compulsory, optional)	Compulsory
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	Bachelor
Year of study when the course unit is delivered (if applicable)	2021/2022
Semester/trimester when the course unit is delivered	Semester
Number of ECTS credits allocated	85,33 hours ~ 3,103 ECTS (1 ECTS = 27.5 hours per semester)
Name of lecturer(s)	Dra. Lena Satlita, M.Si
Learning outcomes of the course unit	CLO 1. Students are able to apply academic ethics, professionalism, and integrity in the field of public administration CLO 2. Students are expected to have comprehensive understanding about human resources management concepts and theories. CLO 3. Students are able to explain the concept or theory of human resources management, describe the stages of human resources management, and explain human resources management problems. CLO 4. Students are able to students can manage human resources to achieve common goals in order to obtain satisfied and satisfying human resources because humans are one of the important elements in the organization
Mode of delivery (face-to-face, distance learning)	Blended Learning
Prerequisites and co-requisites (if applicable)	-
Course content	1. Definition, scope, trends, and the importance of human resources management. 2. Position of human resources management in an organization. 3. Human resources management in the evolution of management theory. 4. Human resources planning. 5. Job analysis and classification. 6. The stages of recruitment, selection, and placement. 7. Training and development.

	8. Work performance assessment and compensation. 9. Work termination 10. Affirmative action 11. Relationship between union and management 12. Analyzing problems in human resources management.
Recommended or required reading and other learning resources/tools	Book: Faustino Cardoso Gomes. 2003. <i>Manajemen SDM</i> . Yogyakarta: Penerbit Andi Offset. T. Hani Handoko. 2008. <i>Manajemen Personalia & SDM</i> . Yogyakarta: BPFE-Yogyakarta Siagian, Sondang P., 1994. <i>Manajemen Sumber Daya Manusia</i> . Jakarta: Bina Aksara Ambar Teguh S, Rosidah. 2009. <i>Manajemen SDM, Konsep, Teori dan Pengembangan dalam Konteks Organisasi Publik</i> . Yogyakarta: Graha Ilmu. Tjutju Yuniarsih, Suwatno. 2008. <i>Manajemen SDM, Teori, Aplikasi, dan Isu penelitian</i> . Bandung: Penerbit Alfabeta
Planned learning activities and teaching methods	Lecture. Team/Group Work. Report Preparation and/or Presentation Class Discussion Individual Assignments
Language of instruction	Indonesian
Assessment methods and criteria	There are Assignments, Midterms, Final Examination, and Term-Project Presentation.

Assessment criteria

No	Assessment componen	Weight (%)
1	Participation and Presentation	10%
2	Independent/group assignments	20%
3	Midterm	25%
4	Final examination	45%
	Total	100%

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Assessment Guide

1. Assessment is carried out to measure all learning outcomes, namely learning achievement attitudes (CLO 1), knowledge (CLO 2), general skills (CLO 3), and special skills (CLO 4).

2. Attitude assessment is carried out at each meeting using observation and/or self-assessment techniques using the assumption that basically every student has a good attitude. The student is given a very good or bad attitude if it shows a very good or bad attitude compared to the attitude of students in general. The results of the attitude assessment do not become a component of the student's final grade, but as one of the graduation requirements. Students will graduate from this course if at least they have a good attitude
3. The final score includes the results of the assessment of knowledge, general skills, and special skills obtained from individual assignments, group assignments, presentations, quizzes, Mid-Term Exams, and Final Exams with the following guidelines.

No	CLO	Assessment Object	Assessment Technique	Rate
1	CLO 1	Presentations	Observation	10%
2.	CLO 2, 3	a. Individual Assignments b. Quizzes c. Mid-Term Exams d. Final Exams	Written	10% 10% 20% 25%
3.	CLO 4	Group Assignments	Written	25%
Total				100%