



UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” YOGYAKARTA
FACULTY OF SOCIAL SCIENCE AND POLITICAL SCIENCE
STUDY PROGRAMME BUSINESS ADMINISTRATION S1

DOCUMENT CODE
COURSE DESCRIPTION
/ BUSINESS
ADMINISTRATION
S1/152220642/2023

COURSE DESCRIPTION

COURSE		CODE :	Course Cluster	WEIGHT (credit points)		SEMESTER	Date of Compilation
HR Training & Development (152220642)			Human Resources	T = 2 (3,2 ECTS)	P = 0	6	06 January 2023
AUTHORIZATION	Course Description Developer		Head of Cluster		Head of Study Programme		
	1. IDA SUSI DEWANTI 2. Meilan Sugiarto		 Meilan Sugiarto		 Drs. Indro Herry Mulyanto, M.Sc		
Learning Outcomes (LO)	GLO-PRODI assigned to the MK						
	A1	Apply religious, national, <i>bela negara</i> , and professional ethics values independently and in a group setting.					
	GS1	Make accurate decisions in implementing programs, supervision, and evaluation in their field of expertise through the application of logical, critical, systematic, and innovative thinking.					
	K5	Able to master the principles and techniques of cross-organizational and cross-cultural persuasive communication in the business field.					
	SS5	Implement business theories into business case studies.					

Course Learning Outcomes (CLO)	
CLO1	Students are able to explain the urgency of training and development programs (S1, P5, KU1, KK5)
CLO2	Students are able to compile training and development programs (KK5, KU1, P5, S1)
CLO3	Students are able to compile training and development program evaluations (KK5, KU1, P5, S1)
CLO4	Students are able to explain the requirements for training facilitators (S1, P5, KU1, KK5)
Final ability of each learning stage (Sub-CLO)	
Sub CLO1	Be able to explain the scope and differences in HR training and development (CLO 1) (C2, A1, P2)
Sub CLO2	Able to explain the objectives, benefits and functions of HR training and development. (CLO 1) (C2, A1, P2)
Sub CLO3	Be able to explain the roles and challenges of PPSDM in the Organization (CLO 1) (C2, A1, P2)
Sub CLO4	Be able to explain the basic concepts of psychology in learning (CLO 1) (C2, A1, P2)
Sub CLO5	Able to explain principles in HR development (CLO 1.2) (C2, A1, P2)
Sub CLO6	Able to analyze the steps in identifying training needs (CLO 1.2) (C4, A3, P2)
Sub CLO7	Able to explain the steps of the HR training and development program (CLO 1.2) (C2, A2, P1)
Sub CLO8	Able to make training goals and objectives (CLO 1.2) (C6, A4, P5)
Sub CLO9	Able to choose the right HR training and development methods and techniques (CLO 1.2) (C5, A3, P4)
Sub	Able to prepare training materials well (CLO 1.2) (C5, A3, P4)

CLO1 0	
Sub CLO1 1	Able to become a facilitator in training activities (CLO 1.4) (C6, A4, P5)
Sub CLO1 2	Able to create a learning environment in implementing training programs (CLO 1,2,4) (C5, A3, P4)
Sub CLO1 3	Able to make training program evaluations (CLO 1,2,3,4) (C6, A4, P5)

Sub				
CLO14	Able to explain the transfer of training (CLO 1,2,3,4) (C2, A2, P1)			
Correlation of GLO to Sub-CLO				
GLO	A1	GS1	K5	SS5
Sub CLO 1	X	X	X	X
Sub CLO 2	X	X	X	X
Sub CLO 3	X	X	X	X
Sub CLO 4	X	X	X	X
Sub CLO 5	X	X	X	X
Sub CLO 6	X	X	X	X
Sub CLO 7	X	X	X	X
Sub CLO 8	X	X	X	X
Sub CLO9	X	X	X	X
Sub CLO10	X	X	X	X

	Sub CLO11	X	X	X	X
	Sub CLO12	X	X	X	X
	Sub CLO13	X	X	X	X
	Sub CLO14	X	X	X	X
Short Description Course	This course contains the concept of HR training and development from planning to evaluating the PPSDM program. Human resource training and development is one part of efforts to maintain the presence of human resources in the organization because it provides opportunities for human resources to improve their abilities. HR training and development is needed to respond to the demands of changing environments and company needs. Language of Introduction: Indonesian				
Material Study/Material Learning	1. Introduction to PPSDM 2. Definition and Functions of PPSDM 3. PPSDM Roles and Challenges in the Organization 4. Basic Concepts of Psychology: Principles of Psychology in learning 5. HR Development Principles 6. Training Needs Analysis 7. HR Training and Development Preparation 8. Determination of Training Goals and Objectives 9. PPSDM Methods and Techniques 10. PPSDM Material Preparation 11. Facilitator 12. Design and Implementation of PPSDM (Creating a Learning Environment) 13. PPSDM Program Evaluation 14. PPSDM Program Evaluation				
References	Main :				

	1. Noe, Raymond. 2022. Employee Training & Program Development, Irwin, Boston., McGraw-Hill. 2. Kaswan, 2019, Training and Development to Improve HR Performance, CV. Alfabeta, Bandung
	Supporters:
	1. Soebagio Atmodiwirio, 2020, Training Management, Arddizya Jaya, Jakarta. 2. Jusuf Irianto, 2019, Basic Principles of Training Management, Scholar, Surabaya. 3. Larry R Swalley, 2020, Orientation and Training in the Workplace, PT. Binaman Library, Pressindo, Translator : Ramelan Original Title : On the job orientation and Training, Jakarta.
Lecturer teacher	IDA SUSI DEWANTI
Prerequisite courses	Human Resource Management

Week	Final ability of each learning stage (Sub-CLO)	Evaluation		Forms of Learning, Deductial Methods, Student Assignment, [Estimated Time]		Learning Materials [Library] (Topics)	Rating Weight (%)
		Indicator	Criteria & Form	Offline	Online		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	Be able to explain the scope and differences of training and HR development	1. Able to explain the role of PPSDM in HR development. 2. Be able to explain the difference between training and education and learning	K = Rubric B = Mid Exam B = Final Exam	FL = Activity Learning Process DM = Lecture SA = Free Entry		- Introduction to PPSDM	
2	Able to explain the objectives, benefits and functions of HR training and development.	1. Be able to explain the meaning of training and development 2. Be able to explain the differences between training and development 3. Be able to explain the purpose of PPSDM. 4. Able to explain the benefits and functions of PPSDM. 5. Be able to explain the strengths and weaknesses of PPSDM	K = Rubric	FL = Activity Learning Process DM = Lecture SA = Task Gaps Information		- Understanding and PPSDM function	

3	Able to explain roles and challenges PPSDM in the Organization	1. Able to understand the role of PSDM in overcoming HR problems. 2. Able to understand and explain the challenges of PSDM in work organizations.	K = Rubric	FL = Activity Learning Process DM = Lecture SA = Free Entry		- The Role and Challenges of PSDM in the Organization	
4	Able to explain the basic concepts of psychology in learning	1. Able to understand and explain the link between learning and training. 2. Able to understand and explain the principles of learning in training 3. Be able to distinguish between pedagogical and andragogical approaches 4. Able to understand the adult learning process 5. able to understand adult learning style	K = Rubric	FL = Activity Learning Process DM = Group discussion SA = Task Gaps Reasoning		- Basic Concepts of Psychology: Principles of Psychology in learning	

5	Able to explain the principles in HR development	1. Able to understand and explain the principles in HR development 2. Able to understand and explain development methods HR 3. Able to understand and explain SWOT analysis in HR development 4. Able to understand and explain the types and strategies of training 5. Able to understand the role of business strategy in designing training.	K = Rubric	FL = Activity Learning Process DM = Student presentations in class SA = Opinion-gap task		- Principles Development HR	
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6	Able to analyze the steps in identifying training needs	1. Able to understand and explain the meaning of training needs analysis 2. Able to understand and explain the steps and techniques for conducting a training needs analysis 3. Able to understand and explain the objectives, functions, and levels in the training needs analysis. 4. Able to understand and explain how to conduct a training needs analysis.	K = Rubric B = Task Project	FL = Activity Assignment structured DM = Project-based learning SA = Free Entry		- Analysis Need Training	
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7	Able to explain the steps of the training program and HR development	1. Able to understand and explain how to prepare a training program 2. Able to understand and explain the factors that influence training readiness 3. Able to understand and explain the steps in the training 4. Able to understand and explain the problems encountered in the implementation of training and development HR 5. Able to understand and explain the factors of the effectiveness of HR training and development.	K = Rubric B = Task	FL = Activity Learning Process DM = Student presentations in class SA = Opinion-gap task		- Preparation Training and Development HR	
8	Mid Semester Evaluation / Mid Semester Examination						

9	Able to set training goals and objectives	1. Able to understand and explain the concept of training goals and objectives 2. Able to understand and explain the benefits of setting the right goals and objectives 3. Able to understand and explain the types of training goals and objectives 4. Able to understand and explain how to formulate training goals and objectives	K = Rubric B = Task Project	FL = Activity Learning Process DM = Student presentations in class SA = Assignments Gaps Reasoning		- Determination of Training Goals and Objectives	
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10	Able to choose the right HR training and development methods and techniques	1. Be able to distinguish between different training methods and techniques 2. Be able to explain the strengths and weaknesses of the methods used 3. Able to choose training methods and techniques in accordance with the goals and objectives of the training. 4. Able to understand and choose the right type of training in accordance with the goals and objectives of the program PPSDM	K = Rubric B = Presentation	FL = Activity Learning Process DM = Group discussion SA = Opinion-gap task		- Method and PSDM technique	
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11	Able to arrange training material properly	1. Able to understand and explain the factors that influence the preparation of training materials 2. Able to understand and explain the levels in compiling training materials	K = Rubric B = Task case	FL = Activity Learning Process DM = Student presentations in class SA = Assignments Gaps Reasoning		- Drafting PPSDM material	
12	Able to become a facilitator in training activities	1. Able to understand and explain duties, functions, roles, and requirements to become a training facilitator 2. Able to understand and explain the basic skills of a facilitator 3. Able to understand and explain the different styles of facilitators.	K = Rubric B = Presentation	FL = Activity Learning Process DM = Group discussion SA = Opinion-gap task		- Facilitator	

		4. Able to understand and explain barriers to Facilitator					
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13	Able to create a learning environment in the implementation of training programs	1. Able to understand and explain the requirements in learning 2. Able to understand and create a good training atmosphere	K = Rubric	FL = Activity Learning Process		- Design and Implementation PPSDM (Create Learning Environment)	
14	Able to make an evaluation of the training program	1. Able to understand and explain the requirements in learning 2. Able to understand and create a good training atmosphere	K = Rubric	FL = Activity Learning Process DM = Group discussion SA = Task Gaps Information		- Program Evaluation PPSDM	

		1. Able to understand and explain the relationship between training characteristics and training transfer 2. Able to understand and explain the training transfer process model 3. Able to understand and explain the theory of training transfer 4. Able to understand and explain the characteristics of the work environment with the transfer of training 5. Able to understand and explain the climate for training transfer 6. Able to understand and explain the problems in the transfer of training					
15	Able to explain the transfer of training		K = Rubric	FL = Activity Learning Process DM = Student presentations in class SA = Assignments Solving Problem		- Training Transfers	
16	End of Semester Evaluation / Final Semester Examination						



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Course **HR DEVELOPMENT TRAINING**

Code: 152220642	Credit Points Weight (T/P): 2 (3,2 ECTS)/0 Semester : 6	Course Cluster Human Resources	No: Date:
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AUTHORIZATION	DRAFTING TEAM	MK Coordinator: Meilan Sugiarto	Head Study Programme : Drs. Indro Herry Mulyanto, M.Sc
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Mg Ke (1)	CLO Sub (2)	Assessment form (Evaluation) (%) (3)	Weight (%) (4)
1	Sub CLO 1 Be able to explain the scope and differences of HR training and development (C2, A1, P2)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
2	Sub CLO 2 Able to explain the objectives, benefits and functions of HR training and development. (C2, A1, P2)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
3	Sub CLO 3 Be able to explain the roles and challenges of PPSDM in Organization (C2, A1, P2)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
4	Sub CLO 4 Be able to explain the basic concepts of psychology in learning (C2, A1, P2)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0

5	Sub CLO 5 Able to explain the principles in development HR (C2, A1, P2)	Task Cases (0)	0
		Project Tasks (0)	0
		Tasks (0)	0
		Writing Test (0)	0
		Presentation (0)	0
		Participation (0)	0

6	Sub CLO 6 Able to analyze the steps in identifying training needs (C4, A3, P2)	Task Cases (0)	0
		Project Tasks (5)	5
		Tasks (0)	0
		Writing Test (0)	0
		Presentation (0)	0
		Participation (0)	0

7	Sub CLO 7 Able to explain the steps of the HR training and development program (C2, A2, P1)	Task Cases (0)	0
		Project Tasks (0)	0
		Tasks (5)	5
		Writing Test (0)	0
		Presentation (0)	0
		Participation (0)	0

8	MIDDLE SEMESTER EVALUATION	WRITING TEST	35
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9	Sub CLO 8 Able to make training goals and objectives (C6, A4, P5)	Task Cases (0)	0
		Project Tasks (5)	5
		Tasks (0)	0
		Writing Test (0)	0
		Presentation (0)	0
		Participation (0)	0

10	Sub CLO9 Able to choose the right HR training and development methods and techniques (C5, A3, P4)	Task Cases (0)	0
		Project Tasks (0)	0
		Tasks (0)	0
		Writing Test (0)	0
		Presentation (5)	5
		Participation (0)	0

11	Sub CLO10 Able to prepare training materials well (C5, A3, P4)	Case Tasks (5)	5
		Project Tasks (0)	0
		Tasks (0)	0
		Writing Test (0)	0
		Presentation (0)	0
		Participation (0)	0

12	Sub-CLO11 Able to become a facilitator in training activities (C6, A4, P5)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (5) Participation (0)	0 0 0 0 5 0
13	Sub-CLO12 Able to create a learning environment in implementing training programs (C5, A3, P4)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
14	Sub-CLO13 Able to make training program evaluation (C6, A4, P5)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
15	Sub-CLO14 Able to explain the transfer of training (C2, A2, P1)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 0 0 0 0 0
16	END OF SEMESTER EVALUATION	WRITING TEST	35
Total Assessment Weight			100%



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STUDENT ASSIGNMENT PLAN To 1

Course	HR TRAINING AND DEVELOPMENT		
Course Code	152220642	Credit Points : 2 (3,2 ECTS) (2-0)	Semester : 6
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 1 : Analyze training needs		
Sub CLO 6	- Able to analyze the steps in identifying training needs		
Task Description	This first task is part of a series of project assignments to develop a training program. The designed training program is implemented at the end of the lecture		
Garage Object	College students		
Working Method Task	Tasks are carried out in groups according to the division that has been determined		
Outer Form and Format			
Report on the results of the training needs analysis			
Indicators and Rating Weights			
Clarity of purpose : 25			
Compatibility of the problem with the solution offered: 25			
Originality of ideas: 30			
Neatness and aesthetics : 20			
Implementation Schedule			
Week 6			
Etc:			

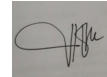
References:

Kaswan, 2020, Training and Development to Improve HR Performance, Second Edition, CV. Alfabeta, Bandung.

Noe, Raymond, 2020, Employee Training & Program Development, Second Edition, McGraw-Hill, Irwin, Boston.

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2nd STUDENT ASSIGNMENT PLAN

Course	HR TRAINING AND DEVELOPMENT		
Course Code	152220642	Credit Points : 2 (3,2 ECTS) (2-0)	Semester : 6
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 2: Preparation of HR Training and Development		
Sub CLO 7	- Able to explain the steps of the HR training and development program		
Task Description	This second task is part of a series of project assignments to develop a training program. P In this 2nd project students were asked to compile the steps needed to create the training program they planned		
Garage Object	Development training program for students		
Working Method Task	Assignments are done in groups with the same group members, students are asked to determine the steps that must be taken to compile the training and development program that they will create		
Outer Form and Format			
Report written and presented			
Indicators and Rating Weights			
Accuracy in determining steps: 50			
The rationality of step selection: 50			
Implementation Schedule			
Week 7			
Etc:			

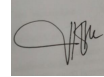
References:

Kaswan, 2020, Training and Development to Improve HR Performance, Second Edition, CV. Alfabeta, Bandung.

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IDA SUSI DEWANTI





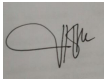
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3rd STUDENT ASSIGNMENT PLAN

Course	HR TRAINING AND DEVELOPMENT		
Course Code	152220642	Credit Points : 2 (3,2 ECTS) (2-0)	Semester : 6
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 3: Preparation of HR Training and Development		
Sub CLO 7	- Able to explain the steps of the HR training and development program		
Task Description	This task is to explain the steps of the training and development program. Students are asked to explain the work steps that have been made and present them to get feedback whether they are appropriate or not		
Garage Object	The PPSDM program for students		
Working Method Task	Group assignments that work on several sets of tasks		
Outer Form and Format			
PPSDM assignment reports, presentations, and program activities			
Indicators and Rating Weights			
Step accuracy: 50			
Selected solution : 50			
Implementation Schedule			
7th week			
Etc:			
References:			
Kaswan, 2020., Training and Development to Improve HR Performance, Second Edition, CV. Alfabet, Bandung.			
Noe, Raymond, 2019. Employee Training & Program Development, Second Edition, McGraw-Hill, Irwin, Boston.			

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IDA SUSI DEWANTI

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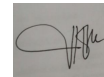


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4th STUDENT ASSIGNMENT PLAN

Subject	HR TRAINING AND DEVELOPMENT		
MK code	152220642	Credits : 2 (3,2 ECTS) (2-0)	6th semester
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 4 : Setting Training Goals and Objectives		
Sub CLO9	- Able to choose the right HR training and development methods and techniques		
Task Description	In this assignment, students are asked to choose methods and techniques for training and HR development that are appropriate for the PPSDM program they are designing		
Garage Object	PPSDM to students		
Working Method Task	Group task		
Outer Form and Format			
PPSDM program, report or program design, presentation			
Indicators and Rating Weights			
Step accuracy: 50			
Selected solution : 50			
Implementation Schedule			
Week 10			
Etc:			
References:			
Kaswan, 2020., Training and Development to Improve HR Performance, Second Edition, CV. Alfabet, Bandung.			
Noe, Raymond, 2019. Employee Training & Program Development, Second Edition, McGraw-Hill, Irwin, Boston.			
Yogyakarta, 06 January 2023			

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5th STUDENT ASSIGNMENT PLAN

Subject	HR TRAINING AND DEVELOPMENT		
MK code	152220642	Credits : 2 (3,2 ECTS) (2-0)	6th semester
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 5: Preparation of PPSDM Material		
Sub CLO10	- Able to arrange training materials properly		
Task Description	This task is part of a series of project assignments to develop a training program. In this 5th project students were asked to prepare materials for the training program they planned		
Garage Object	PPSDM for Students		
Working Method Task	Group written assignments and results presented		
Outer Form and Format			
PPSDM program, report or program design, presentation			
Indicators and Rating Weights			
Step accuracy: 50			
Selected solution : 50			
Implementation			
Scheduleweek 11			
Etc:			

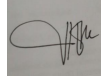
References:

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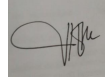
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6th STUDENT ASSIGNMENT PLAN

Subject	HR TRAINING AND DEVELOPMENT		
MK code	152220642	Credits : 2 (3,2 ECTS) (2-0)	6th semester
Lecturer	IDA SUSI DEWANTI		
Task Form	The project task is to develop a training program		
Task Title	Task 6 : Facilitator		
Sub-CLO11	- Able to be a facilitator in training activities		
Task Description	This assignment equips students to have the courage and skills to become facilitators in the PPSDM program compiled by their group or in other groups.		
Garage Object	PPSDM to students		
Working Method Task	Group assignments to be presented		
Outer Form and Format			
PPSDM program, program design report, presentation			
Indicators and Rating Weights			
Accuracy in determining steps: 50			
The rationality of step selection: 50			
Implementation Schedule			
Week 12			
Etc:			
References:			
Kaswan, 2020., Training and Development to Improve HR Performance, Second Edition, CV. Alfabet, Bandung.			
Noe, Raymond, 2019. Employee Training & Program Development, Second Edition, McGraw-Hill, Irwin, Boston.			

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