



Universitas Negeri Surabaya
Faculty of Engineering,
Bachelor of Information Systems Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																										
Human Resource Management	5720102026		T=2	P=0	ECTS=3.18	2	July 17, 2024																																										
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																											
			I Kadek Dwi Nuryana, S.T., M.Kom.																																											
Learning model	Project Based Learning																																																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																
	Program Objectives (PO)																																																
	PLO-PO Matrix																																																
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PO Matrix at the end of each learning stage (Sub-PO)																																																	
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 10%;"></td> <td style="width: 5%;">1</td> <td style="width: 5%;">2</td> <td style="width: 5%;">3</td> <td style="width: 5%;">4</td> <td style="width: 5%;">5</td> <td style="width: 5%;">6</td> <td style="width: 5%;">7</td> <td style="width: 5%;">8</td> <td style="width: 5%;">9</td> <td style="width: 5%;">10</td> <td style="width: 5%;">11</td> <td style="width: 5%;">12</td> <td style="width: 5%;">13</td> <td style="width: 5%;">14</td> <td style="width: 5%;">15</td> <td style="width: 5%;">16</td> </tr> </table>																Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Short Course Description	This course discusses the concept and substance of HR management activities carried out in an organization which includes the concept and evolution of HR, job analysis, HR planning and procurement, HR recruitment and selection process, HR orientation and placement process, HR training and career development, career planning and development. HR, HR performance assessment, HR compensation, industrial relations, work productivity and termination of HR employment, HR audit. Lectures are carried out using a system of lectures, discussions and assignments.																																																
References	Main :																																																
	<ol style="list-style-type: none"> 1. A. A. Anwar Prabu Mangkunegara. Perencanaan Pengembangan SDM. 2006. Bandung: PT Refika Aditama 2. A. A. Anwar Prabu Mangkunegara. Evaluasi Kinerja SDM. 2005. Bandung: PT Refika Aditama 3. A. A. Anwar Prabu Mangkunegara. Manajemen Sumber Daya Manusia Perusahaan. 2009. Bandung: PT Remaja Rosdakarya 4. Emron Edison. Pengembangan Sumber Daya Manusia. 2010. Bandung: Alfabeta 5. Garry Dessler. Manajemen Sumber Daya Manusia. 2005. Jakarta: PT. Prenhalindo 6. Jackson. et al. Pengelolaan Sumber Daya Manusia. 2011. Jakarta: Salemba Empat 7. Raymond A. Noe. et al. Manajemen Sumber Daya Manusia: Mencapai Keunggulan Bersaing. 2011. New York: McGraw Hill 8. Suhariadi, Fendy. Manajemen Sumber Daya Manusia. 2013. Surabaya: Airlangga University Press 9. Samsudin, Sadili. Manajemen Sumber Daya Manusia. 2006. Bandung: Pustaka Setia 10. Suwatno, Priansa J Donni. Manajemen SDM dalam Organisasi Publik dan Bisnis. Bandung: Alfabeta 																																																
	Supporters:																																																
Supporting lecturer	Aries Dwi Indriyanti, S.Kom., M.Kom. Ghea Sekar Palupi, S.Kom., M.I.M. Ramadhan Cakra Wibawa, S.Pd., M.Kom.																																																
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)																																										
		Indicator	Criteria & Form	Offline (offline)	Online (online)																																												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)																																										

1	Describes the concept and evolution of HRM	<ol style="list-style-type: none"> 1.Examining the evolution and activities of HRM 2.Conclude the meaning and importance of HRM 3.Able to describe current and future HRM 		Reading literature, lectures, case studies, discussing 2 X 50	Reading literature, lectures, case studies, discussing 2 X 50	Material: Definition and scope of human resource management (HR) Library: AA Anwar Prabu Mangkunegara. HR Performance Evaluation. 2005. Bandung: PT Refika Aditama	2%
2	Examining various HRM challenges	<ol style="list-style-type: none"> 1.Able to explain internal challenges and external challenges 2.Able to explain the opportunities and challenges of global competition 		Reading literature, lectures, case studies, discussing 2 X 50	Reading literature, lectures, case studies, discussing 2 X 50	Material: The main functions of HR management: recruitment, selection, training, development, compensation and performance evaluation Library: AA Anwar Prabu Mangkunegara. HR Performance Evaluation. 2005. Bandung: PT Refika Aditama	2%
3	Describe job analysis	<ol style="list-style-type: none"> 1.Explain the meaning of job analysis 2.Explain the benefits of job analysis 3.Details the steps in job analysis 4.Describe job analysis techniques 5.Analyze the results of job analysis 		Reading literature, and lectures 2 X 50	Reading literature, and lectures 2 X 50	Material: Manpower needs planning process Reference: AA Anwar Prabu Mangkunegara. HR Planning and Development. 2006. Bandung: PT Refika Aditama	2%
4	Explains planning and forecasting HR needs	<ol style="list-style-type: none"> 1.Explain the meaning of HR planning 2.Explain the benefits of HR planning 3.Identifying the HR planning process 4.Formulate HR needs forecasting 	Form of Assessment : Participatory Activities	Reading literature, lectures and discussions 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Techniques for forecasting labor needs. Reference: AA Anwar Prabu Mangkunegara. HR Planning and Development. 2006. Bandung: PT Refika Aditama	2%
5	Describes the HR recruitment and selection process	<ol style="list-style-type: none"> 1. Explain the meaning of HR recruitment 2. Describe the objectives of HR recruitment 3. Describe the HR recruitment process 4. Categorize HR recruitment sources 5. Explain the meaning of HR selection 6. Describe the benefits of HR selection 7. Identify the steps in the HR selection process 	Form of Assessment : Participatory Activities	Reading literature, lectures 2 X 50	Reading literature, lectures 2 X 50	Material: Internal and external recruitment strategies Reference: AA Anwar Prabu Mangkunegara. Company Human Resources Management. 2009. Bandung: PT Teen Rosdakarya	2%

6	Describes the orientation process and HR placement decisions	1. Explain the meaning of HR orientation 2. Describe the benefits of HR orientation 3. Describe the HR orientation program material 4. Describes decisions regarding HR placement		Reading literature, and lectures 2 X 50	Reading literature, and lectures 2 X 50	Material: Ethics in recruitment and selection Reference: AA Anwar Prabu Mangkunegara. Company Human Resources Management. 2009. Bandung: PT Teen Rosdakarya	2%
7	Explains HR performance assessment	1. Explain the definition of HR performance assessment 2. Explain the benefits of HR performance assessment 3. Identify the steps for HR performance assessment 4. Detail the methods for HR performance assessment 5. Describes the evaluation of HR performance assessments		Reading literature, and lectures 2 X 50	Reading literature, and lectures 2 X 50	Material: Design and implementation of training programs References: Emron Edison. Human Resources Development. 2010. Bandung: Alphabeta 5. Garry Dessler. Human Resource Management. 2005. Jakarta: PT. Prenhalindo 6. Jackson. et al. Human Resource Management. 2011. Jakarta: Salemba Empat	2%
8	MIDDLE SEMESTER EXAMINATION (UTS)			UTS 2 X 50	UTS 2 X 50	Material: UTS Library:	25%
9	Describes HR training and development	1. Explain the meaning and importance of HR training and development 2. Explain the benefits of HR development 3. Explain the methods and procedures for HR training and development 4. Analyze issues related to HR training and development		Reading literature, and lectures 2 X 50	Reading literature, and lectures 2 X 50	Material: Evaluation of the effectiveness of training programs Reference: Emron Edison. Human Resources Development. 2010. Bandung: Alphabeta 5. Garry Dessler. Human Resource Management. 2005. Jakarta: PT. Prenhalindo 6. Jackson. et al. Human Resource Management. 2011. Jakarta: Salemba Empat	2%

10	Describes HR career planning and development	1. Explain the meaning of HR career planning 2. Explain the implementation of career planning 3. Explain career development		Reading literature, lectures and discussions 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Employee benefit program design: health insurance, pensions, leave, and work-life balance Bibliography: <i>Raymond A. Noe. et al. Human Resource Management: Achieving Competitive Advantage. 2011. New York: McGraw Hill</i>	2%
11	Explain about HR compensation	1. Explain the meaning of compensation 2. Classify types of compensation 3. Describe the principles of compensation 4. Analyze issues related to compensation		Reading literature, and lectures 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Performance-based compensation management Reference: <i>Raymond A. Noe. et al. Human Resource Management: Achieving Competitive Advantage. 2011. New York: McGraw Hill</i>	2%
12	Explain industrial relations	1. Explain the definition of industrial relations 2. Describes industrial related activities, work unions, work agreement letters		Reading literature, and lectures 2 X 50	Reading literature, and lectures 2 X 50	Material: Performance evaluation methods: assessment by direct supervisor, assessment by colleagues, and assessment by self Reader: <i>Suhariadi, Fendy. Human Resource Management. 2013. Surabaya: Airlangga University Press</i> <i>Samsudin, Sadili. Human Resource Management. 2006. Bandung: Pustaka Setia</i> <i>10. Suwatno, Priansa J Donni. HR Management in Public and Business Organizations. Bandung: Alfabeta</i>	2%

13	Understand the K3 program	1. Describe occupational health and safety (K3) 2. Describe the HR service program3. Describe the causes of work accidents 4. Explain efforts to prevent work accidents		Reading literature, lectures and discussions 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Use of performance evaluation results for employee development and decision making regarding promotions, incentives or dismissals Reader: Suhariadi, Fendy. <i>Human Resource Management</i> . 2013. Surabaya: Airlangga University Press9. Samsudin, Sadili. <i>Human Resource Management</i> . 2006. Bandung: Pustaka Setia10. Suwatno, Priansa J Donni. <i>HR Management in Public and Business Organizations</i> . Bandung: Alphabeta	2%
14	Explains the termination of HR employment	1. Explain the meaning of termination of employment 2. Explain the reasons for termination of employment 3. Analyze the rights of laid-off workers		Reading literature, lectures and discussions 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Disciplinary process and policy enforcement References: Suhariadi, Fendy. <i>Human Resource Management</i> . 2013. Surabaya: Airlangga University Press9. Samsudin, Sadili. <i>Human Resource Management</i> . 2006. Bandung: Pustaka Setia10. Suwatno, Priansa J Donni. <i>HR Management in Public and Business Organizations</i> . Bandung: Alphabeta	2%

15	Describes the concepts and activities carried out in HR audits	1. Explain the meaning of HRM audit. 2. Describe the benefits of HRM3 audits. 3. Describe the HRM audit process. 4. Prepare HR audit reports		Reading literature, lectures and discussions 2 X 50	Reading literature, lectures and discussions 2 X 50	Material: Ethics in handling conflict and discipline Reader: Suhariadi, Fendy. <i>Human Resource Management</i> . 2013. Surabaya: Airlangga University Press 9. Samsudin, Sadili. <i>Human Resource Management</i> . 2006. Bandung: Pustaka Setia 10. Suwatno, Priansa J Donni. <i>HR Management in Public and Business Organizations</i> . Bandung: Alfabeta	2%
16	FINAL SEMESTER EXAMINATION (UAS)			UAS 2 X 50	UAS 2 X 50	Material: UAS Literature:	30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	4%
		4%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.