 UNIVERSITAS ANDALAS FACULTY OF ECONOMICS MASTER OF MANAGEMENT						
SEMESTER LEARNING PLAN						
COURSES		CODE	CLASSIFICATION OF COURSES	WEIGHT	SEMESTER	DATE
Human Capital Management		MMU 315	CORE - MPB	3 Credit	2	12 MARET 2021
Otorisasi		Teaching Team		Course Coordinator	Ketua MM FEUA	
		<ol style="list-style-type: none"> 1. Dr. Laura Syahrul, SE, MBA 2. Dr. Harif Amali Rivai, SE, MSi 3. Dr. Hendra Lukito, SE, MM 		DR. Rahmi Fahmy, SE, MBA	Fajri Adrianto, Dr, SE, MBus	
Intended Learning Outcomes (ILO) And	ILO – Master of Management					
	ILO 2	The ability to analyze internal and external business environments in making managerial decisions				
	ILO 5	The ability to identify the global environment and its impact on business decision.				
	ILO 6	The ability to measure the potential impact on business functions.				
	ILO 7	The ability to identify the relevant ethical issue for managerial decision making.				
	CLO – Course					

Course Learning Outcomes	CLO 1	Students are able to understand about the Human Capital Management Process as an <i>integrated action</i> in the company (ILO 2, ILO5, ILO 6)
	CLO 2	Students are able to understand and use theoretical approaches and empirical experiences in studying Human Capital Management (ILO 5, ILO 6. ILO 7)
	CLO 3	Students are able to identify, analyze local and international links and the impact of change on the needs of planning, development, maintaining quality and high-competitive human resources as one of the sources of competitive advantage and key success of an organization. (ILO 2, ILO 7)
	CLO 4	Students have sensitivity and insight into new trends/new practices in HCM and use them to make relevant decisions. (ILO 2, ILO 6, ILO 7)
Description of Courses	This course has primary attention to students' understanding of the importance of the role of Human Resource Management as one of the sources of excellence competing to achieve organizational goals. Furthermore, this course will explain the operational function of Human Resource Management in an organization in order to spur the excellence of quality and competitive human resources.	
Fojus Mata Kuliah pada Kemampuan Berkarya (MKB)	Elements of Work ability include: Learning to Tau (<i>learning to know</i>), Learning to Be Able (<i>learning to do</i>), to Learning to Be (<i>learning to be</i>) a reliable and professional HR manager.	
References	Main Textbook: 1. Desler, Garry, Human resource Management, Pearson Education, Inc., 9th Edition, USA, 2020 2. Robert L. Mathis & John H. Jackson, Human Resource Management, Thomson South-Western, 12th Ed, 2008	
Teaching Media	Zoom Meeting; Video; PPT;	
Prerequisite Courses	-	


(1) Week	(2) EXPECTED OUTCOME	(3) STUDY MATERIALS	(4) TEACHING METHOD	(5) ASSESSMENT CRITERIA (INDICATORS) (attributes)	(6) WEIGHT (%)
1	Understand the scope and basic functions of MSDM in organizations	Lecture Contract HR Management in a Changing Environment	Lecture & discussion	Number of students participating & alignment of the results of discussions with theory	
2	Able to identify current issues and explain the strategic role of MSDM and sources of organizational competitiveness through HUMAN RESOURCES Knowing and being able to explain the phenomenon of similarities and employment opportunities that exist today	<ul style="list-style-type: none"> • Current issues in HRM Practices • Strategic Role of MSDM • Competitive Advantages Through HR 	Lecture & discovery learning (I)	The breadth of the scope of information submitted and the variety of sources of information on the topics discussed	5
3	Able to identify current issues and explain the strategic role of MSDM and sources of organizational competitiveness through human resources. Knowing and being able to explain the phenomenon of similarities and employment opportunities that exist today	<ul style="list-style-type: none"> • Similar job opportunities 	Presentation & discussion (G)	Completeness of supporting data, and systematic clarity of presentation of both reports and group presentations	10

4	Understand the meaning and existence of job analysis and be able to describe it more specifically	Job Analysis	Lecture & Discovery learning (I)	Clarity of elaboration structure and systematic delivery of both oral and written delivery	5
5	Able to formulate employee needs and provide alternative solutions to it	HR Planning and Employee Recall	Lecture & Collaborative learning (G)	Accuracy of data and calculations, the number of alternative proposals to solve existing problems	5
6	Knowing the implementation of selection and being able to evaluate the implementation of selection in an organization	Selection of Prospective Employees	Contextual learning (G)	Accuracy of the use of theoretical concepts to explain the selection process and the level of effectiveness of analysis of selection results	10
7		Mid Exam			10
8	Able to evaluate the effectiveness of employee training and development	Employee Training and Development	Self-directed learning (I)	Accuracy of criteria, indicators and measures used in evaluating effectiveness	10
9	Able to identify and design the need for career development and able to design career development planning	Employee Career Development Planning	Lecture & Case analysis (I)	The accuracy of the data, the accuracy of the source of information and justification in relation to the development of institutions & employees	5
10	Understand basic concepts of assessment and be able to evaluate performance	Assessment and Management of Employee Performance	Lecture & Role Playing	Accuracy of criteria, indicators, assessment and management	5

				techniques used and the number of complaints	
11	Understand the principles & basic concepts. identify and evaluate the compensation system,	Compensation System Management	Lecture & Case Analysis	Accuracy of argumentation, analysis and reason of students in discussion and relevance of literature used (paper)	5
12	Able to formulate a payment system based on performance	Work Performance Based Payments	Case Study & Presentation (G)	Accuracy of argumentation criteria used in explaining cases	10
13	Able to describe strategies that can be used by companies to improve quality, productivity & quality of work life	Strategies for Improving Quality, Productivity and Quality of Work	Lecture & Collaborative Learning (G)	The draft process created by the group to arrive at a conclusion about the topic discussed	5
14	Able to identify and predict the form of harmonious relationships within the company	Employment Relations, Health and Employee Security	Discovery Learning (I)	The scope of information, accuracy and variety of sources used as well as the complexity of the variables seen to describe harmonious relationships	10
15	Understand and be sensitive to the development of global MSDM issues	Managing Global HR	Lecture & discussion	Enthusiastic students in discussing and rich ideas thrown in discussions	
16		UAS			15

MMM 315 2021/2022
SILLABUS
ENGLISH REGULAR CLASS

HUMAN CAPITAL MANAGEMENT

	Module Description/Course Syllabi Study Programme : Master of Management Faculty of Economics Universitas Andalas
1. Course number and name	
M315 Human Capital Management	
2. Credits and contact hours/Number of ECTS credits allocated	
3 SKS	
3. Instructor's and course coordinator	
Coordinator :Dr. Rahmi Fahmy, SE, MBA Lecturer :Dr. Hendra Lukito, SE, MM <i>Dr. Harif Amali Rivai, SE, M.Si</i> Dr. Laura Syahrul, SE, MBA	
4. Text book, title, outhor, and year	
<ul style="list-style-type: none">• Desler, Garry, <i>Human resource Management</i>, Pearson Education, Inc., 9th Edition, USA, 2020• Robert L. Mathis & John H. Jackson, <i>Human Resource Management</i>, Thomson South-Western, 12th Ed, 2008	
5. Other supplemental materials	
Students will be provided with additional reading materials during the course of the course. Students who take this course are also highly recommended to read books, journals and magazines related to marketing. Access to reading materials can be done in the Reading Room of FE UNAND's Master of Management Study Program and the Reading Room of the Department of Management of The Manis Lime Campus.	
6. Specific course information	
A. Brief description of the content of the course (catalog description)	
This course has primary attention to students' understanding of the importance of the role of Human Resource Management as one of the sources of excellence competing to achieve organizational goals. Furthermore, this course will explain the	

operational function of Human Resource Management in an organization in order to spur the excellence of quality and competitive human resources.		
B. Prerequisiters or co-requisites		
C. Indicate whether a required, elective, or selected elective course in the program		
Options		
D. Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)		
Master		
E. Year of study when the course unit is delivered (if applicable)		
Years 1		
F. Semester/trimester when the course unit is delivered		
Semester 2		
G. Mode of delivery (face-to-face, distance learning)		
Online		
7. Specific outcomes of instruction, ex. The student will be able to explain the significance of current research about a particular topic.		
<ul style="list-style-type: none"> - HR Planning - HR Benefit - HR Appraisal 		
8. Eexplicitly indicate which of the student outcomes ILO 2, ILO 2, ILO 5, ILO 6, ILO 7		
College participants can build skills in terms of "reading" the HR planning, benefit and performance. They can have the skill in managerial decision and business decision		
9. Brief list of topics to be covered		
<i>Week</i>	<i>Topics</i>	<i>Reference</i>
1	Introduction	
2	Current issues in HCM Practices & Strategic Role of HC Management (HR)	Ch. 1, 2GD
3	Job Analysis	Ch. 3, GD
4	Employee Recruitment and Recruitment	Ch. 4, GD
5	Testing and Employee Selection	Ch. 5, GD
6	Interview Process	Ch. 6, GD
7	Training & Development	Ch. 7, GD
8	Mid Exam	
9	Performance Assessment and Management	Ch. 9, GD

	10	Career Management	Ch.10, GD
	11	Strategic Payroll Planning	Ch. 11, GD
	12	Performance-Based Payments & Financial Incentives	Ch. 12,13 GD
	13	Employment Relations, labor union & collective bargaining	Ch. 14, 15 GD
	14	QWL, Employee Health and Safety	Ch. 16, GD
	15	Global HR	Ch. 16, GD
	14	Final Exam	
10. Recommended or required reading and other learning resources/tools			
<ul style="list-style-type: none"> - Harvard Business Review - HR articles, accessed from Sciencedirect, Emerald etc 			
Planned learning activities and teaching methods			
<p>This course is carried out by seminar method by participants. Participants in groups of 2 or 3 people are asked to prepare presentation materials for a particular topic. The group presents in the classroom to get responses from other college participants. Each participant is asked to prepare to be able to contribute to discussing the topic. For the presentation of lecture participants are assessed performance on the basis of the quality of contents, the quality of presentation and contribution in discussion. Time for presentations and discussions is allocated 90 minutes while another 30 minutes are used by teachers for wrapping up. Therefore, college participants also have an individual task in the form of preparing an essay or paper with an essay question or problem that must be discussed in the paper will be determined later.</p>			
Consultation and Discussion			
<p>Students are encouraged to have discussions and consultations with teaching staff about topics related to the lectures being followed. Consultation may be conducted during business hours in accordance with the available time or by agreement with the relevant teaching staff.</p>			
11. Language of instruction			
English and Bahasa for Regular class			
12. Assessment methods and criteria			

-	Final Exam	20%
-	Mid Exam	20%
-	Individual Assignment	20%
-	Group Assignment	25%
-	Participation	15%
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