



**COURSE OUTLINE
and
SET OF COURSE**

Course : ADVANCE HUMAN RESOURCE
MANAGEMENT

Code/credits : EM 542 / 3 SKS

**MANAGEMENT DEPARTMENT
FACULTY OF ECONOMICS
DIPONEGORO UNIVERSITY
SEMARANG**

COURSE OUTLINE (GBPP)

- Subject** : Advanced Human Resource Management
- Code /Credit** : EM 342 / 3 CP
- Course Description** : This subject is advance of HRM subject. In this subject, theories , concepts and HRM practices in the company or organization, also HRM challenges and the new issues of HRM will be discussion further. Contents of this subject are employee productivity, employee well-being, Occupational Safety and health, discipline and grievance, counseling, HRM Information System, HRM audit and research, Labor Union, Collective Bargaining, Industrial conflict, performance management, corporate culture, International HRM also Total Quality Management and Business Process Reengineering.
- General Instructional Objectives** : After completing this subject, student can understand concepts, theories and HRM fuction within company or organization, also knowing better about HRM practices, HRM challenges,and the new issues of HRM.

No	Specific Instructional Objectives	Topics	Sub Topics	Time Est	References
1.	After completing this subject, student can understand and explaining also measuring the employee productivity	Employee Productivity	a. Employee Productivity Concept b. The effect of Employee Productivity c. Measurement of employee productivity d. Employee's increasing-productivity effort	150 "	B. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000, Ch.9

2.	After completing this subject, student can understand and explaining about employee well-being.	Employee Well-being	<ul style="list-style-type: none"> a. Employee Well-being Concept b. Employee well-being influences c. Employee Services Programs d. "family-friendly" Company Programs 	150 "	B. Ch. 14 E.Ch.15 p.201-235, Ch.16 p.241-278 G. Ch.12 p.175 - 186
3.	After completing this subject, student can understand and explaining about the concept, and benefit of occupational safety and health programs	Occupational Safety and Health	<ul style="list-style-type: none"> a. Definitions and goals of OSH b. OSH's problems c. OSH management systems 	150"	B.Ch.17 E.Ch. 16 p..241-278
4.	After completing this subject, student can understand and explaining about implementation of Discipline program and Grievances procedure	Discipline and Grievances	<ul style="list-style-type: none"> a. Approach of dicipline b. Implementation of discipline program c. Effective dicipline d. Discipline procedure e. Grievance Procedure 	150 "	C.Ch.14 p.565-591 E. Ch.17 p.283-319, Ch.18 p.353-354
5.	After completing this subject, student can understand and explaining about counseling programs.	Counseling	<ul style="list-style-type: none"> a. Definitions of Counseling b. Counseling Types c. Benefit of counseling 	150"	B. Ch.15, 16 E. Ch. 17 p. 283-295
6.	After completing this subject, student can understand and explaining about HRM Information System	HRM Information System	<ul style="list-style-type: none"> a. HRM & Technology b. Definitions and Goals of HRM Information System c. Modern HRM Information System d. Benefit of HRMIS 	150"	C. Ch. 2 p. 72- 82 E. Ch. 2 p.61-65
7.	After completing this subject, student can understand and explaining definitions, benefit and implementation of HRM	HRM Audit & Research	<ul style="list-style-type: none"> a. Definitions of HRM Audit & Research b. Research method and Quantitative Method 	150"	C. Ch. 15 p. 595- 622 E. Ch. 3 p. 106 - 111

	audit and HRM research.		<ul style="list-style-type: none"> c. HRM research process d. The types of HRM Audit e. Tools of HRM Audit f. HRM Audit Report 		
8.	After completing this subject, student can understand and explaining about definitions, goals and history of labor union	Labor Union	<ul style="list-style-type: none"> a. Definitions, goals and functions of labor union b. The history of Labor union c. History of labor union in Indonesia d. Labor union in the company 	150”	<ul style="list-style-type: none"> C. Ch.12 p. 507 – 517, Ch. 13 p. 547 - 561 E. Ch. 18 p. 325 - 342 G. Ch.1 hal 1-9, Ch. 3 p. 24 – 37 H. Ch. 5 p. 68 - 95
9.	After completing this subject, student can understand and explaining about collective bargaining	Collective Bargaining	<ul style="list-style-type: none"> a. Definitions and goals of Collective Bargaining b. Implementation of Collective Bargaining c. Negotiation d. General Patern of KKB 	150 “	<ul style="list-style-type: none"> C. Ch.12 p. 517 - 544 E. Ch. 18 p. 343 - 347 G. Ch. 5, 6, 7 H. Ch. 7
10.	After completing this subject, student can understand and explaining about industrial conflict.	Industrial Conflict	<ul style="list-style-type: none"> a. Definition of Industrial Conflict b. Causes of industrial conflict c. Anticipation of Industrial conflict d. Strikes and, Lock out e. Effect of PHK f. Important factor & PHK’s procedure 	150 “	<ul style="list-style-type: none"> C. Ch.12 p. 537 - 543 E. Ch. 18 p. 348 - 353 G. Ch.10 H. Ch. 8, 9
11.	After completing this subject, student can understand and explaining about Performance Management	Performance Management	<ul style="list-style-type: none"> a. Definitions of Performance Management b. Goals of Performance Management c. Benefit of Performance Management d. Performance Management System 	150”	<ul style="list-style-type: none"> D. Articles and Journal
12.	After completing this subject, student can understand and	Corporate Culture	<ul style="list-style-type: none"> a. Coprprate Culture Concept b. Benefit of Corporate 	150”	<ul style="list-style-type: none"> F. Ch.9 Articles and Journal

	explaining about corporate culture concept		<ul style="list-style-type: none"> c. Culture c. Types of Corporate Culture d. Influences of Corporate Culture e. Management's role 		
13.	After completing this subject, student can understand and explaining about development and challenge of International HRM	International HRM	<ul style="list-style-type: none"> a. Definitions of International HRM b. Global business problems c. Development and Challenge of International HRM d. Managing International HRM 	150 "	<ul style="list-style-type: none"> B. Ch.18 E. Ch.4
14.	After completing this subject, student can understand and explaining about human aspect in Total Quality Management & Business Process Reengineering.	Human aspect in Total Quality Management & Business Process Reengineering	<ul style="list-style-type: none"> a. Total Quality Management Concept b. Human aspect in TQM c. Implementation of TQM d. Business Process reengineering 	150"	<ul style="list-style-type: none"> A. Ch 1- 6, Ch.12 Articles and Journal

References:

- A. Fandy Tjiptono & Anastasia Diana, Total Quality Management, , Andi Offset, Yogyakarta, 1996
- B. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
- C. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
- D. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
- E. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
- F. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
- G. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
- H. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management

Code : EM 342

Duration : 1 x 3 x 50 "

Weeks : 1

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining also measuring the employee productivity

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

1. understand and explaining Employee Productivity Concept
2. understand and explaining The effect of Employee Productivity
3. understand and explaining Measurement of employee productivity
4. understand and explaining Employee's increasing-productivity effort

B.Topic : Employee Productivity

C. Sub Topic : 1. Employee Productivity Concept
2. The effect of Employee Productivity
3. Measurement of employee productivity
4. Employee's increasing-productivity effort

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	<ol style="list-style-type: none"> 1. Explaining Advanced HRM subject during 1 semester 2. Explaining benefit of learning Advanced HRM 3. Explaining general and specific objectives of the subject 	<ol style="list-style-type: none"> 1. Listening 2. Asking questions 	OHT, OHP & whiteboard
Substances	<ol style="list-style-type: none"> 1. explaining Employee Productivity Concept 	<ol style="list-style-type: none"> 1. Listening, make notes 2. Asking questions 	OHT, OHP & whiteboard

	<ol style="list-style-type: none"> 2. explaining The effect of Employee Productivity 3. explaining Measurement of employee productivity 4. explaining Employee's increasing-productivity effort 		
Closing	<ol style="list-style-type: none"> 1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Measuring Employee productivity of faculty in the university

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999

8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 2

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about Employee Well-being

2. Specific Instructional Objectives :

After completing this subject’s topic, student can :

- a. understand and explaining Employee Well-being Concept
- b. understand and explaining Employee well-being influences
- c. understand and explaining Employee Services Programs
- d. understand and explaining “family-friendly” Company Programs

B.Topic : Employee Well-being

C. Sub Topic : 1. Employee Well-being Concept

2. Employee well-being influences

3. Employee Services Programs

4. “family friendly “ company programs

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Employee Well-being 2. Explaining general and specific objectives of the subject	3. Listening 4. Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Employee Well-being Concept	3. Listening, make notes 4. Asking questions	OHT, OHP & whiteboard

	2. Explaining Employee well-being influences 3. Explaining Employee Services Programs 4. Explaining “family-friendly” Company Programs		
Closing	4. Conclude the topic 5. Asking questions 6. Explaining general description of next topic	3. Listening 4. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Make a group assignment about employee well-being program within company or organization

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999

8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 3

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about Definitions and goals of OSH

2. Specific Instructional Objectives :

After completing this subject’s topic, student can :

- a. understand and explaining Definitions and goals of OSH
- b. understand and explaining OSH’s problems
- c. understand and explaining OSH management systems

B.Topic : Occupational Safety and Health

C. Sub Topic : 1. Definitions and goals of OSH
 2. OSH’s problems
 3. OSH Management System

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Occupational Safety and Health subject 2. Explaining benefits’ of learning OSH 3. Explaining general and specific objectives of the subject	1. Listening 2. Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Definitions and goals of OSH 2. Explaining OSH’s	1. Listening, make notes 2. Asking questions	OHT, OHP & whiteboard

	problems 3. Explaining OSH management systems 4. Giving examples of implementation OSH programs		
Closing	7. Conclude the topic 8. Asking questions 9. Explaining general description of next topic	5. Listening 6. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Make a group assignment about OSH program in the company

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya

Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
Code : EM 342
Duration : 1 x 3 x 50 “
Weeks : 4

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining implementation of Discipline program and Grievances procedure

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

1. understand and explaining Approach of dicipline
2. understand and explaining Implementation of discipline program
3. understand and explaining Effective dicipline
4. understand and explaining Discipline procedure
5. understand and explaining Grievance Procedure

B.Topic : Discipline and Grievances

C. Sub Topic : 1. Approach of dicipline
2. Implementation of discipline program
3. Effective dicipline
4. Discipline procedure
5. Grievance Procedure

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	<ol style="list-style-type: none">1. Explaining overview about Discipline and Grievances2. Explaining benefits learning Discipline and Grievances3. Explaining general and specific objectives of the subject	<ol style="list-style-type: none">5. Listening6. Asking questions	OHT, OHP & whiteboard

Substances	<ol style="list-style-type: none"> 1. Explaining Approach of discipline 2. Explaining Implementation of discipline program 3. Explaining Effective discipline 4. Explaining Discipline procedure 5. Explaining Grievance Procedure 	<ol style="list-style-type: none"> 5. Listening, make notes 6. Asking questions 	OHT, OHP & whiteboard
Closing	<ol style="list-style-type: none"> 10. Conclude the topic 11. Asking questions 12. Explaining general description of next topic 	<ol style="list-style-type: none"> 7. Listening 8. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L. Mathis & John H. Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999

8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management

Code : EM 342

Duration : 1 x 3 x 50 "

Weeks : 5

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about counseling programs.

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

1. understand and explaining Definitions of Counseling
2. understand and explaining Counseling Types
3. understand and explaining Benefit of counseling

B.Topic : Counseling

C. Sub Topic : 1. Definitions of Counseling
2. Counseling Types
3. Benefit of counseling

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	<ol style="list-style-type: none"> 1. Explaining overview about Counseling 2. Explaining Benefit of learning counseling subject 3. Explaining general and specific objectives of the subject 	<ol style="list-style-type: none"> 1. Listening 2. Asking questions 	OHT, OHP & whiteboard
Substances	<ol style="list-style-type: none"> 1. Explaining Definitions of Counseling 2. explaining Counseling 	<ol style="list-style-type: none"> 1. Listening, make notes 2. Asking questions 	OHT, OHP & whiteboard

	Types 3. explaining Benefit of counseling		
Closing	13. Conclude the topic 14. Asking questions 15. Explaining general description of next topic	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 6

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about HRM Information System

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining HRM & Technology
- b. understand and explaining Definitions and Goals of HRM Information System
- c. understand and explaining Modern HRM Information System
- d. understand and explaining Benefit of HRMIS

B.Topic : HRM Information System

C. Sub Topic : 1. HRM & Technology
 2. Definitions and Goals of HRM Information System
 3. Modern HRM Information System
 4. Benefit of HRMIS

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about HRM Information System 2. Explaining Benefit of learning HRMIS 3. Explaining general and	1. Listening 2. Asking questions	OHT, OHP & whiteboard

	specific objectives of the subject		
Substances	1. Explaining HRM & Technology 2. Explaining Definitions and Goals of HRM Information System 3. Explaining Modern HRM Information System 4. Explaining Benefit of HRMIS	1. Listening, make notes 2. Asking questions	OHT, OHP & whiteboard
Closing	16. Conclude the topic 17. Asking questions 18. Explaining general description of next topic	9. Listening 10. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Make individual assignment about HRM and Technology

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993

7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
Code : EM 342
Duration : 1 x 3 x 50 “
Weeks : 7

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining definitions, benefit and implementation of HRM audit and HRM research.

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining Definitions of HRM Audit & Research
- b. understand and explaining Research method and Quantitative Method
- c. understand and explaining HRM research process
- d. understand and explaining The types of HRM Audit
- e. understand and explaining Tools of HRM Audit
- f. understand and explaining HRM Audit Report

B.Topic : HRM Audit & Research

C. Sub Topic : 1. Definitions of HRM Audit & Research
2. Research method and Quantitative Method
3. HRM research process
4. The types of HRM Audit
5. Tools of HRM Audit
6. HRM Audit Report

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	<ol style="list-style-type: none">1. Explaining overview about HRM Audit & Research2. Explaining benefits learning HRM Audit & Research3. Explaining general and specific objectives of the	<ol style="list-style-type: none">1. Listening2. Asking questions	OHT, OHP & whiteboard

	subject		
Substances	<ol style="list-style-type: none"> 1. Explaining Definitions of HRM Audit & Research 2. Explaining Research method and Quantitative Method 3. Explaining HRM research process 4. Explaining The types of HRM Audit 5. Explaining Tools of HRM Audit 6. Explaining HRM Audit Report 	<ol style="list-style-type: none"> 1. Listening, make notes 2. Asking questions 	OHT, OHP & whiteboard
Closing	<ol style="list-style-type: none"> 1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic 	<ol style="list-style-type: none"> 1. Listening 2. Discussion 	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Make HRM research proposal

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia,

Jakarta, 1999

8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management

Code : EM 342

Duration : 1 x 3 x 50 "

Weeks : 8

A. Learning Objectives :

1. General Instructional Objectives :*

After completing this subject, student can understand and explaining about definitions, goals and history of labor union

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining Definitions, goals and functions of Labor Union
- b. understand and explaining The history of Labor union
- c. understand and explaining History of labor union in Indonesia
- d. understand and explaining Labor union in the company

B.Topic : Labor Union

C. Sub Topic : 1. Definitions, goals and functions of labor union
 2. The history of Labor union
 3. History of labor union in Indonesia
 4. Labor union in the company

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Labor Union 2. Explaining benefits learning Labor Union 3. Explaining general and specific objectives of the subject	1. Listening 2. Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Definitions, goals and functions of	1. Listening, make notes 2. Asking questions	OHT, OHP & whiteboard

	Labor Union 2. Explaining The history of Labor union 3. Explaining History of labor union in Indonesia 4. Explaining Labor union in the company		
Closing	1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Search labour union activity in Indonesia recently

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999

8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 9

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about collective bargaining

2. Specific Instructional Objectives :

After completing this subject’s topic, student can :

- a. understand and explaining Definitions and goals of Collective Bargaining
- b. understand and explaining Implementation of Collective Bargaining
- c. understand and explaining Negotiation
- d. understand and explaining General Patern of KKB

B.Topic : Collective Bargaining

C. Sub Topic : 1. Definitions and goals of Collective Bargaining
 2. Implementation of Collective Bargaining
 3. Negotiation
 4. General Patern of KKB

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Collective Bargaining 2. Explaining benefits learning Collective Bargaining 3. Explaining general and specific objectives of the subject	1. Listening 2. Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Definitions and goals of Collective	1. Listening, make notes 2. Asking questions	OHT, OHP & whiteboard

	Bargaining 2. Explaining Implementation of Collective Bargaining 3. Explaining Negotiation 4. Explaining General Patern of KKB		
Closing	1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic	1. Listening 2. Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
Code : EM 342
Duration : 1 x 3 x 50 “
Weeks : 10

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about industrial conflict.

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining Definition of Industrial Conflict
- b. understand and explaining Causes of industrial conflict
- c. understand and explaining Anticipation of Industrial conflict
- d. understand and explaining Strikes and, Lock out
- e. understand and explaining Effect of PHK
- f. understand and explaining Important factor & PHK's procedure

B.Topic : Industrial Conflict

C. Sub Topic : 1. Definition of Industrial Conflict
2. Causes of industrial conflict
3. Anticipation of Industrial conflict
4. Strikes and, Lock out
5. Effect of PHK
6. Important factor & PHK's procedure

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview Industrial Conflict 2. Explaining general and specific objectives of the	Listening Asking questions	OHT, OHP & whiteboard

	subject		
Substances	<ol style="list-style-type: none"> 1. Explaining Definition of Industrial Conflict 2. Explaining Causes of industrial conflict 3. Explaining Anticipation of Industrial conflict 4. Explaining Strikes and, Lock out 5. Explaining Effect of PHK 6. Explaining Important factor & PHK's procedure 	<p>Listening, make notes</p> <p>Asking questions</p>	OHT, OHP & whiteboard
Closing	<ol style="list-style-type: none"> 1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic 	<p>Listening</p> <p>Discussion</p>	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993

7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 11

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about Performance Management

2. Specific Instructional Objectives :

After completing this subject’s topic, student can :

- a. understand and explaining Definitions of Performance Management
- b. understand and explaining Goals of Performance Management
- c. understand and explaining Benefit of Performance Management
- d. understand and explaining Performance Management System

B.Topic : Performance Management

- C. Sub Topic** : 1. Definitions of Performance Management
 2. Goals of Performance Management
 3. Benefit of Performance Management
 4. Performance Management System

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Performance Management 2. Explaining Benefits learning Performance Management 3. Explaining general and specific objectives of the subject	Listening Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Definitions of	Listening, make notes	OHT, OHP &

	Performance Management 2. Explaining Goals of Performance Management 3. Explaining Benefit of Performance Management 4. Explaining Performance Management System	Asking questions	whiteboard
Closing	1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic	Listening Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
Code : EM 342
Duration : 1 x 3 x 50 “
Weeks : 12

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining corporate culture

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining Corporate Culture Concept
- b. understand and explaining Benefit of Corporate Culture
- c. understand and explaining Types of Corporate Culture
- d. understand and explaining Influences of Corporate Culture
- e. understand and explaining Management's role

B.Topic : Corporate Culture

C. Sub Topic : 1. Corporate Culture Concept
2. Benefit of Corporate Culture
3. Types of Corporate Culture
4. Influences of Corporate Culture
5. Management's role

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	<ol style="list-style-type: none">1. Explaining overview about Corporate culture2. Explaining benefits learning corporate culture3. Explaining general and specific objectives of the subject	<p>Listening Asking questions</p>	OHT, OHP & whiteboard

Substances	<ol style="list-style-type: none"> 1. Explaining Corporate Culture Concept 2. Explaining Benefit of Corporate Culture 3. Explaining Types of Corporate Culture 4. explaining Influences of Corporate Culture 5. explaining Management's role 	Listening, make notes Asking questions	OHT, OHP & whiteboard
Closing	<ol style="list-style-type: none"> 1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic 	Listening Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 13

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about development and challenge of International HRM

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining International HRM
- b. understand and explaining Global business problems
- c. understand and explaining Development and Challenge of International HRM
- d. understand and explaining Managing International HRM

B.Topic : International HRM

C. Sub Topic : 1. Definitions of International HRM
 2. Global business problems
 3. Development and Challenge of International
 4. HRM Managing International HRM

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about International HRM 2. Explaining benefits learning International HRM 3. Explaining general and specific objectives of the subject	Listening Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining International HRM 2. Explaining Global business problems 3. Explaining Development	Listening, make notes Asking questions	OHT, OHP & whiteboard

	and Challenge of International HRM 4. Explaining Managing International HRM		
Closing	1. Conclude the topic 2. Asking questions 3. Explaining general description of next topic	Listening Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

1. Read the next topic
2. Make summary of journals about International HRM

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997

SET OF COURSE

Subject : Advanced Human Resource Management
 Code : EM 342
 Duration : 1 x 3 x 50 “
 Weeks : 14

A. Learning Objectives :

1. General Instructional Objectives :

After completing this subject, student can understand and explaining about human aspect in Total Quality Management & Business Process Reengineering.

2. Specific Instructional Objectives :

After completing this subject's topic, student can :

- a. understand and explaining Total Quality Management Concept
- b. understand and explaining Human aspect in TQM
- c. understand and explaining Implementation of TQM
- d. understand and explaining Business Process reengineering

B.Topic : Human aspect in TQM & Business Process Reengineering

- C. Sub Topic** :
1. Total Quality Management Concept
 2. Human aspect in TQM
 3. Implementation of TQM
 4. Business Process reengineering

D. Learning Activities

Activity	Lecturer activity	Student activity	Media
Introduction	1. Explaining overview about Human aspect in TQM & Business Process Reengineering 2. Explaining benefits learning Human aspect in TQM & Business Process Reengineering 3. Explaining general and specific objectives of the subject	Listening Asking questions	OHT, OHP & whiteboard
Substances	1. Explaining Total Quality	Listening, make notes	OHT, OHP &

	Management Concept 2. Explaining Human aspect in TQM 3. Explaining Implementation of TQM 4. Explaining Business Process reengineering	Asking questions	whiteboard
Closing	1. Conclude the topic 2. Asking questions 3. Give the information about final test.	Listening Discussion	OHT, OHP & whiteboard

E. Evaluation:

Give questions or case study to be discussed in a class

F. Assignment:

Make articles summary about Total Quality Management

G. References:

1. Fandy Tjiptono & Anastasia Diana, Total Quality Management, Edisi kedua, Andi Offset, Yogyakarta, 1996
2. Gary Dessler, Manajemen Sumber Daya Manusia, Edisi Ketujuh, Prenhallindo, Jakarta, 2000
3. Henry Simamora, Manajemen Sumber Daya Manusia, Edisi Kedua, Bagian Penerbit STIE YKPN, Yogyakarta, 1997
4. Michael Armstrong, Performance Management, Tugu Publisher, Yogyakarta, 2004
5. Robert L.Mathis & John H.Jackson, Manajemen Sumber Daya Manusia. Edisi pertama, Salemba Empat, Jakarta, 2002
6. R. Wayne Mondy & Robert M Noe III, Human Resource Management, Fifth Edition, Allyn and Bacon, 1993
7. Sentanoe Kertonegoro, Hubungan Industrial : Hubungan Antara Pengusaha & Pekerja (Bipartit) & Pemerintah (Tripartit), Cetakan I, Yayasan Tenaga Kerja Indonesia, Jakarta, 1999
8. Yunus Shamad, Hubungan Industrial di Indonesia, Cetakan II, PT. Bina Sumberdaya Manusia, Jakarta, 1997