

1. Course Identity			
Course Name	Business Process in Human Capital Management		
Faculty	Business and Economics	Study program	Management
Code	SEM953	Credits weight	3
Group	Study program	Type of Course	Elective
Semester	6	Availability	Limited to Study Programs
Learning Method	Practice/Computer Lab work	Media	Blended
Course Cluster	Specialization Elective Courses (MKPP)	Prerequisite	Enterprise Resources Planning, HR Management

2. Course Description
<ol style="list-style-type: none"> 1. The Business Process in HCM course has 3 credits and is an advanced version of the ERP Lab that provides students with general concepts and an overview of the SAP HCM function within the company. 2. This course enables students to identify the functions of the HR050 business process and realize the integration of human resource management functions in the business process by using case studies and exercises. 3. Business Process in Human Capital Management (HCM) in addition to provides theoretical aspect also teaches the process of using SAP applications in transactions related to human resource management.




3. Learning Outcomes			
CPL Codes	Formulation of Graduate Learning Outcomes (CPL)	CPMK Codes	Formulation of Course Learning Outcomes (CPMK)
S1	To be devoted to God the Almighty and develop a virtuous noble character	CPMK 1	To be devoted to God Almighty and develop a virtuous noble character; to be ethical, honest and to respect diversity, to have a visionary thinking, to be open, communicative and creative, responsive to changes, particularly the changes at the international level through an excellent foreign language proficiency (S1, S5, PP3 & KK5)
S5	To appreciate the diverse cultures, views, religions, and beliefs and opinion or findings of others		
PP3	To profess at least one of the international languages		
KK5	To think like a visionary, and to be open, communicative, creative, responsive to change and adaptive to the scientific and technological advancement in the scope of management science		
S3	To internalize values, norms and ethics that prioritize integrity, honesty, responsibility and trust in carrying out profession	CPMK 2	To identify managerial problems; see opportunities and dare to take risks quickly and responsibly; and to think like a visionary, to be open, communicative and creative (S3, KU3, KK1, and KK3)
KU3	To identify managerial issues and organizational functions at the operational level, as well as take appropriate action based on developed alternatives, by applying entrepreneurial principles rooted in local wisdom		
KK1	To recognize and observe management problems through empirical studies and modeling using scientific methods based on		

	management science, in various types of organizations		
KK3	To see opportunities quickly and dare to take risks responsibly to provide optimal benefits		
KU4	To make the right managerial decisions in various types of organizations at the operational level, based on data and information analysis on organizational functions	CPMK 3	To recognize problems and see opportunities and risks to provide optimal benefits and to think out of the box in implementing Islamic treatise as a way to solve problems with management science (KU4, KK1, KK3 and KK4)
KK1	To recognize and observe management problems through empirical studies and modeling using scientific methods based on management science, in various types of organizations		
KK3	To see opportunities quickly and dare to take risks responsibly to provide optimal benefits		
KK4	To think "out of the box" by implementing the values of perfection in accordance with the Islamic treatise by approaching and reasoning to solve problems based on management science		
KK1	To recognize and observe management problems through empirical studies and modeling using scientific methods based on management science, in various types of organizations	CPMK 4	To observe problems in various types of organizations, to think outside the box with visionary orientation, openness, creativity and responsiveness to technological advances in the scope of management science (KK1, KK4, KK5)
KK4	To think "out of the box" by implementing the values of perfection in accordance with the Islamic treatise by approaching and reasoning to solve problems based on management science		
KK5	To think like a visionary, and to be open, communicative, creative, responsive to change and adaptive to the scientific and technological advancement in the scope of management science		

4. Learning Materials and Main References

Learning Materials	<ol style="list-style-type: none"> 1. Introduction 2. Navigation 3. Structures in Human Capital Management 4. Personnel Administration 5. Time Management 6. Introduction to Payroll 7. Recruitment 8. Personnel Development 9. Learning 10. Enterprise Compensation Management 11. Personnel Cost Planning 12. End-User Service Delivery 13. Analytics 14. Integrated Case Study
Main References	<i>Participant Handbook HR050 Business Processes in Human Capital</i>

Management (2006), Edugate, Jakarta.

Date : February 10, 2021	Date: February 04 2021	Date: February 01, 2021
Approved by the Dean	Examined by the Head of the Study Program	Prepared by:
		
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