

## BACHELOR OF SCIENCE (HUMAN RESOURCE DEVELOPMENT) PROGRAMME SPECIFICATIONS



UTM

UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of Management and Human Resource Development  
UNIVERSITI TEKNOLOGI MALAYSIA

<b>1. Awarding institution</b>		Universiti Teknologi Malaysia (UTM)		
<b>2. Teaching Institution</b>		UTM		
<b>3. Programme name</b>		Bachelor of Sc.(Human Resource Development)		
<b>4. Degree</b>		SMS (PSM)		
<b>5. Programme Code</b>		TP09 (SHR)		
<b>6. Professional or Statutory body of accreditation</b>				
<b>7. Language of instruction</b>		Bahasa Malaysia and English		
<b>8. Mode of Study (Conventional, distance learning, Etc)</b>		Conventional		
<b>9. Mode of Operation (Franchise, self-govern, etc.)</b>		Self-govern		
<b>10. Study scheme (Full/part time)</b>		Full Time and Part Time		
<b>11. Study duration</b>		Minimum : 4 yrs(FT) / 6 yrs(PT) Maximum : 6 years (FT)		
Semester	Number of Semester		Number of weeks	
	Full time	Part time	Full time	Part time
Regular	8	12	14	14
<b>12. Entry Requirement</b>	<p>i. Good pass in Sijil Pelajaran Malaysia (SPM) or its equivalent</p> <p>ii. Passed Bahasa Melayu / Bahasa Malaysia with credit at the SPM level or its equivalent or passed Bahasa Melayu / Bahasa Malaysia July paper with credit.</p> <p>iii. Possess a Diploma or other equivalent qualifications recognised by the Malaysia's Government and approved by the University's / IPTA's Senate</p> <p style="text-align: center;"><b>or</b></p> <p>Passed the Sijil Tinggi Persekolahan Malaysia (STPM) examination and obtaining at least:</p> <p>a. Grade C (NGMP 2.00) in the General Studies subject, and</p> <p>b. Grade C (NGMP 2.00) in two (2) other subjects.</p> <p style="text-align: center;"><b>or</b></p> <p>Passed the Kementerian Pelajaran Malaysia (KPM) Matriculation Certificate / IPTA's Matriculation with a CPA of at least 2.00 and passed all specialised subject.</p> <p style="text-align: center;"><b>or</b></p> <p>Passed with a minimum of Jayyid in Sijil Tinggi Agama Malaysia (STAM).</p> <p style="text-align: center;"><b>and</b></p> <p>iv. Obtained at least Band 1 at the Malaysian University English Test (MUET).</p>			

### 13. Programme Education Outcomes

- i. To produce graduates who are able to apply their knowledge, skills, and abilities in planning, analyzing, managing, and developing human resource.
- ii. To produce graduates who are competent as researchers, organization's change agents, training need analysts, programme designers, managers, instructors, and administrators.
- iii. To produce graduates who are able to recognize, explore, and use a broad range of ideas and practices as well as think logically and creatively.
- iv. To produce graduates who are able to communicate and negotiate effectively across different cultures and audiences.
- v. To produce graduates who are able to respond and adapt readily to changing environments, and to continue learning independently.

<b>14. Program Learning Outcomes (PO)</b>		
<b>(a) KNOWLEDGE AND TECHNICAL COMPETENCY</b>		
<b>Intended Learning Outcomes</b>	<b>Teaching and Learning Methods</b>	<b>Assessment</b>
<b>PO1: Application of Knowledge of the Discipline</b>		
Ability to acquire and apply general knowledge and human resource development principles and theories in organizations.	Lecture, tutorial, seminar, assignments at ICT's lab, directed reading, and cooperative learning, and industrial visits.	Examinations, assignments, quiz, presentations, seminars, discussions, cooperative learning, problem-based learning, group projects, and individual reports.
<b>PO2: Integration and Application of Specific Competency</b>		
Ability to integrate human resource development knowledge and skills in solving organizational problems.	Lecture, tutorial, seminar, assignments at ICT's lab, directed readings, industrial visit, practicum and industrial training.	Exams, assignments, quiz, presentations, demonstrations, discussions, cooperative learning, problem-based learning, group projects, and individual reports.
<b>(b) GENERIC SKILL</b>		
<b>PO3: Critical Thinking and Problem Solving Skills</b>		
Able to identify, analyze, and solve human resource problems in organizations creatively.	Lecture, tutorial, seminar, assignments, directed readings, self directed learning, and cooperative learning, field work and industrial visit.	Exams, assignments, quiz, presentations, seminar, discussions, cooperative learning, problem-based learning, group project and reports.
<b>PO4: Communication Skills</b>		
Able to communicate effectively both verbal and in writing in a dynamic environment.	Lecture, individual and group assignments, group project, industrial training, industrial visits, e-learning, video & films and cooperative learning.	Exams, assignments, quiz, presentations, seminar, discussions, cooperative learning, problem based learning, observation and peer evaluation.

<b>PO5: Team working Skills</b>		
Able to work collaboratively and play various roles in problem solving and decision making group.	Group assignment, group project, industrial training, industrial visit, cooperative learning.	Group assignment, group project observation and peer evaluation.
<b>PO6: Ethics and Integrity</b>		
Demonstrate professional ethics and moral obligation for the good of mankind.	Group project, lecture, industrial training, case study, and research project.	Industrial training report, project report, undergraduate project report, assignment.
<b>PO7: Information Management and Lifelong Learning Skills</b>		
Able to find, acquire, and manage information from various sources for continuous self development and lifelong learning.	Directed reading, assignment, lecture, group project, undergraduate project, and industrial training.	Group project, industrial training assessment, observation of activities involvement.
<b>PO8: Entrepreneurship Skills</b>		
Able to exploit opportunities and harness potential specifically for self, organization and industrial development.	Lecture, case study, role-play, seminar, entrepreneurship project, business seminar.	Project presentation, business plan, seminar, and community service.
<b>PO9: Leadership Skill and Pro-activeness</b>		
Able to instill and practice basic leadership principles and able to demonstrate leadership competency with confidence.	Lecture, seminar, cooperative learning, field work and industrial visit.	Industrial training report, project report, lecturer's observation, peer evaluation and group assignment.

<b>15. Classification of Subjects</b>			
No	Classification	Credit Hours	Percentage
i	Program Core (teras)	75	58.6 (50-60%)
ii	Electives	33	25.8 (15-20%)
iii	Generic courses	20	15.6 (10-15%)
	<b>Total</b>	<b>128</b>	<b>100</b>

<b>16. Total credit hours to graduate</b>	128 credit hours
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<b>17. Program structures and features, curriculum and award requirements</b>	
The course is offered on full-time mode and is based on 2 semester academic session. The subjects are distributed and sequenced according to the level of knowledge i.e basic to advance. Assessment is based on formative and summative evaluation conducted throughout the semester.	
<b>*Award requirements:</b>	
To graduate student should:	
<ul style="list-style-type: none"> <li>• Attain a total of not less than 128 credit hours with minimum CPA of 2.0</li> <li>• Pass Industrial Training (equivalent to 12 credit hours)</li> <li>• Complete and pass the undergraduate reserch project (6 credit hours)</li> </ul>	

<b>YEAR 1</b>					
Semester 1			Semester 2		
SHR 1013	Principles of HRD	3	SHR 1043	Human Resource Planning	3
SHR 1023	Basics of Financial Acc.	3	SHR 1053	Training Needs Assessment	3
SHD 1513	Princ. of Management	3	SHR 1063	Org. Communication	3
SHR 1033	Adult Learning	3	SHD 1523	Organizational Behavior	3
UHS 1152	Ethnic Relations	2	UHB 1412	English For Academic Communication	2
UQR 1xx1	Co-Curriculum	1	ULT 1022	TITAS	2
	<b>Total</b>	<b>15</b>		<b>Total</b>	<b>16</b>
<b>YEAR 2</b>					
Semester 1			Semester 2		
SHR 2073	Basics of Financial Management	3	SHR 2123	Statistic for Social Science	3
SHR 2083	Communication Tech. in Training	3	SHR 2133	Performance Development	3
SHR 2093	Instructional Design	3	SHR 2143	Industrial Relations	3
SHR 2103	Industrial Relations Law	3	SHR 2153	Career Development	3
SHR 2113	Industrial Counseling	3	UHB 2422	Advance English for Academic Com.	2
UHS 2092	Professional Ethics	2	SHD 2513	Human Resource Management	3
UQR 2xx1	Co-Curriculum	1			
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>17</b>

YEAR 3					
Semester 1			Semester 2		
SHR 3163	Program Evaluation	3	SHR 3212	Undergraduate Project (Proposal)	2
SHR 3173	Human Resource Information System	3	SHR 3193	Occupational Safety And Health	3
SHR 3183	Intro. Research Methods	3	SHR 3203	Organizational Development	3
SHx 3XX3	Elective I	3	SHx 3XX3	Elective III	3
SHx 3XX3	Elective II	3	ULT 2132	Islam and Current Issues	2
UHB 3XX2	English (Elective)	2	UHS 3042	Human Development	2
			UUX 3xx2	Elective University	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>
YEAR 4					
Semester 1			Semester 2		
SHR 4224	Undergraduate Project (Report)	4	SHR 4238	Industrial Training (Practical)	8
SHD 2413	Entrepreneurship	3	SHR 4244	Industrial Training (Report)	4
SHY 4033	Behavior Modification	3			
SHx 4XX3	Elective IV	3			
SHx 4XX3	Elective V	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>12</b>

### 18. Mapping of Program Learning Outcomes to Course

Code	Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
<b>UNIVERSITY COURSES</b>										
UHS 1152	Ethnic Relations	a	b	2		1	1	2		
UHS 1162	Arts, Custom and Belief of Malaysian	a				1		1		
UHS 2092	Profesional Ethics**	a	b	1	1		1	2		
ULT 1022	TITAS	a	c	1			1	2		
UHA 1012	Malay Language for Communication	a			1					
ULT 2132	Islam and Current Issues**	a	c	1			1	2		
UHS 3042	Human Development**	a		1	1			1		
UUX 3xx2	Elective University**	a	c	1	1	2		1		
UHB 1412	English for Academic Communication	a	c		1			1		
UHB 2422	Advanced English for Academic Communication	a	c		1			2		
UHB 3012	English for Career Search	a	c		1			2		
UHB 3022	English for Workplace Communication***	a	c		1			2		
UHB 3032	Reading for Specific Purposes***	a	c		1			2		
UHB 3042	Writing for Specific Purposes***	a	c		1			2		
UHB 3052	Effective Oral Communication Skills***	a	c		1			2		
UQX 1xx1	Ko-kurikulum I	c	c	1					1	1

Code	Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
UQX 1xx1	Ko-kurikulum II	c	c	1					1	1
<b>CORE COURSES</b>										
SHR 1013	Principles of HRD	a	a		1	1	2	2		
SHR 1033	Adult Learning	a	a	1	2	1		2		
SHR 1043	Human Resource Planning	a	a	2		2		1		
SHR 1053	Training Needs Analysis	a	a	1	2		1			
SHR 1063	Organizational Communication	a	a	1	1		2		2	1
SHR 2093	Instructional Design	a	a	2		1	1	2		
SHR 2103	Industrial Relations Laws	a	a	1			2	1		
SHR 2113	Industrial Counseling	a	a	1			1			2
SHR 2123	Statistics for Social Science	a	a	2	1		1	2		
SHR 2133	Performance Development	a	a	1	2	2			1	
SHR 2143	Industrial Relations	a	a	1		2		1		2
SHR 2153	Career Development	a	a	1			2	1		2
SHR 3163	Program Evaluation	a	a	1	2	2	1			2
SHR 3183	Intro To Research Methods	a	a	1		2	1	2		
SHR 3193	Occupational Safety and Health	a	a		1	1				2
SHR 3203	Organizational Development	a	a		2		1		2	2
SHR 3212	Undergraduate Project Proposal	a	a	1	1		1	1	2	
SHR 3224	Undergraduate Project Report	a	a	1	1		1	1	2	
SHR 4238	Industrial Training	b	b	1	1	1		1		1
SHR 4244	Industrial Training Report	a	b	1	1			2		
SHD 1513	Principles of Management	a	a	1	1	1	1			2
SHD 2513	HR management	a	a	1	1	2				2
SHD 2413	Entrepreneurship	a	a	1	1	1	2	2	1	2
<b>ELECTIVE COURSES</b>										
SHR1023	Basic Financial Account	a	b	2			1		2	
SHR2073	Basic Financial Management	a	b			1	2		2	
SHR2083	Communication Technology in Training	a	a		1			1		
SHR2113	Industrial Counseling	a	b	1	2		1			2
SHR 3173	Human Resource Information System	a	a	2			2	1		2
SHY 3043	Behavior Modification	a	a	2	2	1	2			1
SHR 3253	Training Management*	a	a	1				1	2	2
SHR 3263	Industrial Supervision*	a	a	1	1	1				2
SHR 3273	Interpersonal Skills *	a	a	1	1	1	2			2
SHR 3283	Negotiation Skills *	a	a	1	1	1	2			2
SHY 2023	Industrial Psychology*	a	b	1		1			2	2
SHR 3323	Cross-cultural Management*	a	a	1		2	2	1		
SHR 3303	HRD from Islamic Perspective*	a	a		2		1			2
SHY 1073	Creativity and Innovation*	a	b		1	1		2		
SHY 3023	Ergonomic*	a	b	1		1	2	2		
SHR 4313	Crisis Management*	a	a	1	2		2	1	2	
SHR 4323	Knowledge Management*	a	a				1			2
SHD 3513	Strategic Management*	a	a	1	1	1				

\*Electives I-V

\*\*University elective

\*\*\*English elective

**Legends:**

Technical skills (PO1 & PO2) :	a = Major contribution to learning outcome
	b = Moderate contribution to learning outcome
	c = Minor contribution to learning outcome
Generic Skills (PO3 – PO9):	1 = Addressed (assessed)
	2 = Addressed (not assessed)

**19. Our Uniqueness**

Our program is designed to fulfil the needs of training industry for human resource practitioner in the country. The curriculum, teaching and learning methods are emphasising the practical aspects of the job as well as the theories and research in the field.

**20. Career Prospects and Career Paths**

Graduates of this program will be able to work as:

- Human resource executives, trainers, research officers in public and private sectors
- Chief learning officers (CLO) in multinational corporations
- Consultants in human resource development and training
- Academicians and researchers in institutions of higher learning

**21. Cross Campus and Outreach Programs**

Students are given an opportunity to enrol in participating universities. The grades and up to 1/3 of the total credits are transferable. At the moment, local universities that are offering similar programme participate in this program. Every year the university is organizing visit to foreign higher institute of learning and students are encouraged to participate at a subsidised cost.

**22. UTM Degree ++ Program**

Students are encouraged to enrol in certificate programs offered by the university during weekends and semester breaks.

**23. Facilities available**

List of Facilities:

1. Smart Classroom 1 to 12
2. Language Digital Laboratories (5)
3. Computer Lab
4. Library
5. Lecture Theatres
6. Resource Room
7. Students activity room
8. E-learning
9. Internet/WIFI
10. Cafeteria
11. Sport and recreational facilities
12. Wellness centre
13. Reading and discussion tables

**24. Support for Students and Their Learning**

1. Personnel Support
  - a. Academic advisor
  - b. Counsellor
  - c. Friendly support staff
2. Students activities
  - a. Students Representative Council (MPP)
  - b. FPPSM Students Association (STRATEGI)
  - c. HRD Students Club (SMART)

3. Financial Support
  - a. Perbadanan Tabung Pendidikan Tinggi
  - b. Jabatan Perkhidmatan Awam
  - c. Majlis Amanah Rakyat
  - d. PETRONAS

**25. Methods of evaluating and improving the quality and standards of teaching and learning. Mechanism for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Students performance in term of:           <ol style="list-style-type: none"> <li>a. KB/KS/KG – Pass/conditional pass/fail</li> <li>b. CPA – Cumulative point average</li> <li>c. Graduating students performance</li> <li>d. GOT – Graduate on time</li> <li>e. Completion rate</li> <li>f. Analysis of course performance</li> </ol> </li> <li>2. Employability           <ol style="list-style-type: none"> <li>a. Exit survey</li> <li>b. Alumni survey</li> <li>c. Market survey</li> </ol> </li> <li>3. Lecturer’s performance           <ol style="list-style-type: none"> <li>a. Teaching evaluation by students (OMR)</li> <li>b. Competencies assessment</li> <li>c. KPI</li> <li>d. Annual performance appraisal</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>4. Curriculum review           <ol style="list-style-type: none"> <li>a. Faculty Academic Committee</li> <li>b. Curriculum Development Committee (CDC)</li> <li>c. External Examiner report</li> <li>d. Industrial Training Feedback</li> <li>e. Students feedback in CDC</li> <li>f. Visiting professor assessment</li> </ol> </li> <li>5. Delivery system           <ol style="list-style-type: none"> <li>a. Academic Quality Assurance Committee</li> <li>b. Customer satisfaction index</li> <li>c. MQA standard</li> </ol> </li> </ol> |
|--|---|

**26. Regulation of Assessment**

(a) Summary of grades and marks

Marks	Grade	Evaluation Points
90 - 100	A+	4.00
80 -89	A	4.00
75 – 79	A-	3.67
70 – 74	B+	3.33
65 – 69	B	3.00
60 – 64	B-	2.67
55 – 59	C+	2.33
50 – 54	C	2.00
45 – 49	C-	1.67
40 – 44	D+	1.33
35 -39	D	1.00
30 – 34	D-	0.67
0 - 29	E	0

(b) Roles of External Examiners.

External examiners are appointed by the Faculty Academic Committee to:

- Review and evaluate program curriculum
- Review and evaluate methods of students assessment
- Make necessary recommendation to the Academic Committee



<b>27. Assessment Tools</b>												
<b>Measurement Tools</b>	<b>Learning Outcomes</b>									<b>Duration</b>	<b>Action by</b>	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9			
Industrial Training & Report	x		x	x	x					x	Final Sem.	Lecturer & industrial supervisor
Employer Survey	x	x	x	x	x	x	x	x	x	x	Once/year	Faculty
Undergraduate project assessment	x	x	x	x		x	x				Semester 6 & 7	Lecturers
Exit survey	x	x	x	x	x	x	x	x	x	x	Final year	Faculty
Academic Performance Report	x	x	x	x	x	x	x	x	x	x	Each semester	Lecturer