UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of HRD & Psychology
Faculty of Social Sciences & Humanities

BACHELOR OF SCIENCE
(HUMAN RESOURCE DEVELOPMENT) WITH HONOURS

PROGRAM SPECIFICATION
2021/2022

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PROGRAMME SPECIFICATIONS

**School of HRD & Psychology
Faculty of Social Sciences & Humanities**

1.	**Programme Name**	Bachelor of Science (Human Resource Development) with honours
2.	**Final Award**	Bachelor of Science (Human Resource Development) with honours
3.	**Awarding Institution**	UTM
4.	**Teaching Institution**	UTM
5	**Programme Code**	TP09 (SHMR)
6.	**Professional or Statutory Body of Accreditation**	NA
7.	**Language(s) of Instruction**	*Bahasa Malaysia and* English
8.	**Mode of Study (Conventional, distance learning, etc)**	Conventional
9.	**Mode of operation (Franchise, self-govern, etc.)**	Self-govern
10.	**Study Scheme (Full Time/Part Time)**	Full Time and Part Time
11.	**Study Duration**	Minimum:4 yrs (FT) / 5 yrs (PT) Maximum:6 yrs (FT)/ 10 yrs (PT)

Type of Semester	No. of Semesters		No. of weeks	
	Full Time	Part Time	Full Time	Part Time
Regular	8	10	14	14

12.	**Entry Requirement**	**(A) Matriculation / Foundation of Science** (https://admission.utm.my/files/2020/02/LEPASAN-MATRIK-ASASI.pdf retrieved on 20/09/2020) **i) General University Requirements** - Passed Sijil Pelajaran Malaysia (SPM)/equivalent with credit (Grade C) in Bahasa Melayu / Bahasa Malaysia or credit in Malay / Bahasa Malaysia July Paper; and - Passed KPM Matriculation / UM Science Foundation / UiTM Foundation with a minimum CGPA of 2.00; and - Obtained at least Level 1 (Band 1) in the Malaysian University English Test (MUET). **ii) Program Special Requirements**

	- Obtained at least Grade B (3.00) at the Matriculation / Foundation level in the following subjects: -
	
	• Mathematics / Physics / Engineering Physics / Biology / Computer Science / Computing and any ONE (1) other subject; and
	
	    - Obtained at least credit (GRADE C) at SPM level in the following subjects: -
	• Mathematics; and
	
	    - Obtained at least level 2 (Band 2) in MUET test
	
	*Note: Open to the Following Candidates: KPM Matriculation Science Stream, KPM Matriculation Technical Stream, UM Science Foundation, UiTM Engineering Foundation, UiTM Science Foundation & UTM Science Foundation
	
	(B) *Sijil Tinggi Pelajaran Malaysia* **(STPM)** (https://admission.utm.my/files/2020/02/Lepasan-STPM.pdf retrieved on 20/09/2020)
	
	i) General University Requirements
	
	    - Passed Sijil Pelajaran Malaysia (SPM)/equivalent with credit in Bahasa Melayu / Bahasa Malaysia or credit in Malay / Bahasa Malaysia July Paper; and
	
	    - Pass the Malaysian Higher School Certificate (STPM) Examination with at least:
	
	• Grade C (NGMP 2.00) General Studies subject; and
	• Grade C (NGMP 2.00) in two (2) other subjects.
	
	or Passed with a minimum of Jayyid Jiddan in Sijil Tinggi Agama Malaysia (STAM); and
	
	    - Obtained at least Level 1 (Band 1) in the Malaysian University English Test (MUET).
	
	ii) Program Special Requirements
	
	    - Passed STPM with at least Grade B (NGMP 3.00) in the following subjects:

	• Mathematics M or Mathematics T / Economics / Accounting / Business Studies / Physics / Information and Comunications Technology / History / Visual Arts / Biology; and

• Any one (1) other subject except General Studies; and

- Obtained at least credit (GRADE C) at SPM level in the following subjects:
• Mathematics; and

- Obtained at least level 2 (Band 2) in MUET test.

(C)   Diploma
(
https://admission.utm.my/files/2020/02/LEPASAN DIPLOMA.pdf retrieved on 20/09/2020)

i) General University Requirements

- Passed Sijil Pelajaran Malaysia (SPM)/equivalent with credit in Bahasa Melayu / Bahasa Malaysia or credit in Malay / Bahasa Malaysia July Paper; and

- Possess a Diploma or other qualification recognized as equivalent by the Government of Malaysia and approved by the IPTA Senate; and

- Obtained at least Level 1 (Band 1) in the Malaysian University English Test (MUET).

ii) Program Special Requirements

- Possess a Diploma or other qualification recognized by the Government of Malaysia and certified by the UTM Senate; and

- Obtained at least a CGPA of 2.70 or have at least two (2) years of work experiences in related fields for candidates with a CGPA of less than 2.70; and

- Obtained at least credit (Grade C) at SPM level in the following subjects: |

	• Mathematics or Obtained at least Grade C at the Diploma level in one of the Mathematics subjects; and
	- Obtained at least level 2 (Band 2) in MUET test.
	*Note: Candidates are required to upload the complete examination results during the Diploma (from the first semester to the final semester) and a copy of the Diploma or graduation confirmation letter through the online UPU system. The year of admission and the actual period of study are subject to credit exemption approved by UTM.

1. Program Educational Objectives

i. To produce graduates who are competent in the areas of human resources.
ii. To produce graduates who are competent as HRD practitioners.
iii. To produce graduates who have the potential to become the managers or leaders in the organization.
iv. To produce graduates who are competent communicators and negotiators across different cultures and audiences in the organization.
v. To produce graduates who have the potential to become the change agents in the organization by responding and adapting to changing environments.

2. Program Learning Outcomes (based on MQA 2.0)

At the of the program, student will be able to

PLO1: describe advanced and comprehensive, theoretical and technical knowledge and demonstrate relevant skills in the field of human resource development.

PLO2: demonstrate intellectual independence in the application of knowledge by applying critical, analytical and evaluation skills in the field of human resource development.

PLO3: apply a range of practical methods and procedures to solve for essentials problems in the field of human resource development.

PLO4: work together with different people in diverse learning and working communities.

PLO5: convey ideas both in written and oral formats in a well-structured manner using appropriate forms of presentation, confidently, accurately and coherently in appropriate context to a diverse range of audiences.

PLO6: use a broad range of digital information, media and technology applications in completing relevant tasks.

PLO7: use a combination of numerical and graphical data in completing relevant tasks.

PLO8: show autonomy, leadership and responsibility in working towards pre-determined goals and outcomes.

PLO9: engage effectively in self-directed lifelong learning and professional development.

PLO10: demonstrate an appreciation of entrepreneurial competency in the context of socio-political economic and cultural issues.

PLO11: demonstrate adherence to ethical issues and act professionally in a variety of social and professional environment through deep understanding of local and global issues.

3. Components of Courses

Components	MQA requirements (Credits)	MQA requirements (Percentage)	Courses offered (Credits)	Courses offered (Percentage)
Compulsory Modules (University General Courses)	12-15	10-12	23	17.5
Core	48-72	40-60	51	38.9
Specialization	30-54	25-45	33	25.2
Elective	12-18	10-15	12	9.2
Industrial Training	0-12	0-10	12	9.2
Total Credit Hours for Graduation			**131**	**100**

4. Program structures and features, curriculum and award requirements

The course is offered in full-time mode and based on 2 semesters for each academic year. The subjects are distributed and sequenced according to the level of knowledge i.e basic to advance. Assessment of students' performance is based on formative and summative evaluation conducted throughout each semester. The eighth semester is used for industrial training.

Award requirements:

To graduate student should:
- Achieve a total of **131 credit hours** with minimum CPA of 2.0.
- Pass the **Industrial Training** (equivalent to 12 credit hours).
- Complete and pass the Undergraduate **Final Year Project** (equivalent to 6 credit hours).
- Complete and pass **five (5) UTM PSC Courses**

5. Curriculum Structure

University General Courses (23 Credits)

COURSE CODE	COURSE NAME	CREDIT
KLUSTER PENGHAYATAN FALSAFAH, NILAI DAN SEJARAH **(4 credits)**		
UHIS 1022 *(Local student)* UHLM 1012 *(International student)*	Falsafah & Isu Semasa *Philosophy & Current Issue* Bahasa Melayu Komunikasi 2 *Malay Language for Communication 2*	2
UHMS 1182 *(Local student)* UHIS1022/UHMS 1182 *(International Student)*	Penghayatan Etika & Peradaban *Appreciation of Ethics & Civilisations* Falsafah & Isu Semasa *Philosophy & Current Issue* **OR** Penghayatan Etika & Peradaban *Appreciation of Ethics & Civilisations*	2
KLUSTER KEMAHIRAN INSANIAH – KURSUS TERAS **(2 credits)**		
UHMT 1012	Atribut Kejayaan Graduan *Graduate Success Attributes*	2
KLUSTER PERLUASAN ILMU - KURSUS TERAS **(2 credits)**		
UHIT 2302	Pemikiran Sains dan Teknologi *Sciences and Technology Thinking*	2
KLUSTER KEMAHIRAN INSANIAH /PERLUASAN ILMU – KURSUS ELEKTIF **(2 credits)** ** Students are required to choose **ONE** of the courses from Kluster Kemahiran Insaniah* ***or** Kluster Perluasan Ilmu*		
UHMT/UHMS / UBSS / UMJT 2xx2	*University Elective (Kluster Kemahiran Insaniah)**	2
UHII/ UHIT/ UHIZ/ UHIS/ UETS 2xx2	*University Elective (Kluster Perluasan Ilmu)**	
KLUSTER KEMAHIRAN BAHASA **(8 credits)**		
UHLB 1112	English Communication Skills ***Only for MUET band 1, 2 and 3**	2
UHLB 2122	Academic Communication Skills **Pre Requisite:** i. MUET band 1, 2 and 3 - UHLB 1112	2

	ii. MUET band 4 and 5 - **No pre requisite**	
UHLB 3132	Professional Communication Skills **Pre Requisite:** i. MUET band 1, 2 and 3 - UHLB 1112 & UHLB 2122 ii. MUET band 4 and 5- UHLB 2122	2
UHLA/UHLJ/UHLC/ UHLF/UHLN/UHLM/ UHLK 1112/UHLJ 1122	Foreign Language Skills Elective *(Kecuali Bahasa Ibunda Pelajar)*	2
CO-CURRICULUM / SERVICE LEARNING (3 credits)		
UKQF 2xx2	Ko-Kurikulum *Co-Curriculum*	2
UKQT 3001	Pengalaman Pembelajaran Luar Kurikulum (ExCEL)	1
CORE COURSE (2 credits)		
UBSS 1032	Pengenalan Keusahawanan *Introduction to Entrepreneurship*	2
TOTAL		**23**

Core (51 Credits)

Code	Course Name	Credits
SHMR 1063	Introduction to Management	3
SHMR 1033	Human Resource Planning	3
SHMR 1053	Organizational Communication	3
SHMR 1073	Introduction to Organizational Behaviour	3
SHMR 1083	Introduction to Human Resource Management	3
SHMR 2033	Industrial Relations Law	3
SHMR 2053	Statistic for Social Science	3
SHMR 2073	Employment Relations	3
SHMR 2113	Cross-Cultural Management	3
SHMR 2103	Safety And Health at Work	3
SHMR 3023	Human Resource Information System	3
SHMR 3033	Introduction to Research Methods	3
SHMR 3133	Performance Management System and Employee Development	3
SHMR 3153	Ethics & Social Responsibility	3
SHMR 3042	Undergraduate Project (Proposal)	2
SHMR 4014	Undergraduate Project (Report)	4
SHMR 4033	Compensation & Benefit	3

Specialization (33 Credits)

Code	Name	Credit Hours
SHMR 1013	Principles of HRD	3
SHMR 1023	Adult Learning	3
SHMR 1093	Needs Assessment in HRD	3
SHMR 2023	Instructional Design	3
SHMR 2083	Career Development	3
SHMR 2093	Learning & Development Technologies	3
SHMR 3013	Program Evaluation	3
SHMR 3073	Training Management	3
SHMR 3143	Finance for HRD	3
SHMR 4013	Organizational Development	3
SHMR 4023	Consultancy for HRD	3

Industrial Training (12 Credits)

Code	Name	Credit Hours
SHMR 4028	Industrial Training (Practical)	8
SHMR 4034	Industrial Training (Report)	4

Elective (12 Credits)
(Students are required to choose only FOUR courses)

Code	Course Name	Credits
SHMR/SHMY 3xx3 (Elective I), Semester 1, Year 3		
SHMY 3043	Behaviour Modification	3
SHMR 3193	Strategic Planning	3
SHMR 3xx3 (Elective II), Semester 1, Year 3		
SHMR 3163	Industrial Counseling	3
SHMR 3173	Creativity and Innovation in Organization	3
SHMR 3xx3 (Elective III), Semester II, Year 3		
SHMR 3083	Industrial supervision	3
SHMR 3183	Leadership	3
SHMR/SHMY 3xx3 (Elective IV), Semester II, Year 3		
SHMR 3093	Negotiation skill	3
SHMY 2023	Industrial Psychology	3
SHMR 3123	HRD from Islamic perspective	3

6. Study Scheme by Semester

YEAR 1

Code	Course	Credit	Code	Course	Credit
SEMESTER 1			**SEMESTER 2**		
SHMR 1013	Principles of HRD	3	SHMR 1093	Needs Assessment in HRD	3
SHMR 1063	Introduction to Management	3	SHMR 1023	Adult Learning	3
SHMR 1073	Introduction to Organizational Behaviour	3	SHMR 1033	Human Resource Planning	3
SHMR 1083	Introduction to Human Resource Management	3	SHMR 1053	Organizational Communication	3
UHIT 2302	Sciences and Technology Thinking	2	UHIS 1022/ UHLM 1012	*Falsafah & Isu Semasa* (***Local student***) / Malay Language for Communication 2 (***International student***)	2
UHMT 1012	Graduate Success Attributes	2	UHLB 1112	English Communication Skills **(Only for MUET band 1, 2 and 3)**	2
			UHMS 1182	Appreciation of Ethics & Civilisations (***Local student & International Student***)	2
Total Credits		**16**	**Total Credits**		**18**

YEAR 2

SEMESTER 1			SEMESTER 2		
Code	**Course**	**Credit**	**Code**	**Course**	**Credit**
SHMR 2023	Instructional Design	3	SHMR 2083	Career Development	3
SHMR 2033	Industrial Relations Law	3	SHMR 2053	Statistic for Social Science	3
SHMR 2103	Safety And Health at Work	3	SHMR 2073	Employment Relations	3
SHMR 2113	Cross-cultural Management	3	SHMR 2093	Learning & Development Technologies	3
UHMT/ UHMS/ UBSS/ UMJT 2xx2/ UHII/ UHIT/ UHIZ/ UHIS/ UETS 2xx2	Soft Skill Elective/ **or** Knowledge Extension Elective	2	UHLB 2122	Academic Communication Skills **Pre Requisite:** MUET band 1, 2 and 3 - UHLB 1112 MUET band 4 and 5 - **No pre requisite**	2
UKQF 2xx2	Co-Curriculum	2	SHMR 3XX3	Elective III *(telah di swap dengan Foreign Language Elective)*	3
UBSS 1032	Introduction to Entrepreneurship	2			
Total Credits		**18**	**Total Credits**		**17**

YEAR 3

	SEMESTER 1			SEMESTER 2	
Code	**Course**	**Credit**	**Code**	**Course**	**Credit**
SHMR 3013	Program Evaluation	3	SHMR 3133	Performance Management System and Employee Development	3
SHMR 3033	Introduction to Research Methods	3	SHMR 3143	Finance for HRD	3
SHMR 3023	Human Resource Information System	3	SHMR 3042	Undergraduate Project (Proposal)	2
SHMR/ SHMY 3XX3	Elective I	3	UHLA/ UHLJ/ UHLC/ UHLF/ UHLN/ UHLM/ UHLK 1112/ UHLJ 1122	Foreign Language Elective	2
SHMR 3XX3	Elective II	3	SHMR/ SHMY 3XX3	Elective IV	3
UHLB 3132	Professional Communication Skills **Pre Requisite:** MUET band 1, 2 and 3 - UHLB 1112 & UHLB 2122 MUET band 4 and 5- UHLB 2122	2	SHMR 3153	Ethics and Social Responsibility	3
Total Credits		**17**	**Total Credits**		**16**

YEAR 4

Code	SEMESTER 1 Course	Credit	Code	SEMESTER 2 Course	Credit
SHMR 4013	Organizational Development	3	SHMR 4028	Industrial Training (Practical)	8
SHMR 4023	Consultancy for HRD	3	SHMR 4034	Industrial Training (Report)	4
SHMR 4014	Undergraduate Project (Report)	4			
SHMR 4033	Compensation and Benefit	3			
SHMR 3073	Training Management	3			
UKQT 3001	Pengalaman Pembelajaran Luar Kurikulum (ExCELL) *Extra-Curricular Experiential Learning (ExCELL)*	1			
Total Credits		**17**	**Total Credits**		**12**
TOTAL CREDITS					**131**

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