# Course Specification

Name of Institution: Buriram Rajabhat University

Faculty/Programme: Faculty of Management Science  
Human Resource Management Programme

## Section 1
### Overview

1. **Subject:** English for Human Resource Management  
   **Subject code:** 3513403
2. **Credit:** 3 (2-2-5)
3. **Course**  
   **Programme of the course:** Business Administration (Human Resource Management)  
   **Course Category:** Specific subject
4. **Instructor:** Rangsima Sawangtap
5. **Semester/Year of study**  
   **Semester:** 2/2018  
   **Student:** 3rd year students
6. **Pre-requisite** None
7. **Co-requisite** None
8. **Teaching venue:** Faculty of Management Science
9. **Date of course preparation:** November 26, 2018

## Section 2
### Aims and Objectives

1. **Aim of Course**  
   Students are able to  
   1.1 Have knowledge of English for Human Resource Management  
   1.2 Practice the skills of listening, speaking, reading and writing English for Human Resource Management
2. **The purpose of developing/updating the course**
Section 3
Nature and Operation

1. Course Description
   This course is designed to practice the Human resource management students’ English skills (speaking, listening, reading and writing) focusing on vocabulary and expressions in daily work such as job interview, recruitment, filling out forms, reporting, memo, presentations, conference, discussion, and negotiation.

2. Hours per semester

<table>
<thead>
<tr>
<th></th>
<th>Lecture</th>
<th>Remedial Teaching</th>
<th>Practice / Field / internship</th>
<th>Self-study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per semester</td>
<td>32 Hours</td>
<td>-</td>
<td>32 Hours</td>
<td>80 Hours</td>
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</tbody>
</table>

3. Hours per week for individual consultation and technical advice to students
   - Every Wednesday in the afternoon (Appointment is needed)

Section 4
Development & Students’ Learning Performance

1. Ethics
   1.1. The expected learning outcomes of TQF framework: morality
      1.1.1. Recognizes the value of sacrifice and moral integrity
      1.1.2. Punctuality, discipline, and self-responsibility
      1.1.3. Respect and listen to the opinions of others, including respect for the value and dignity of human beings
      1.1.4. Respect the corporate and social rules

   1.2. Teaching methods
      1.2.1. Discussion on the students’ value & morality, such as, punctuality, discipline, honesty, responsibility for their own professional and social, tolerance, realistic, positive attitude towards the profession, and respect the rights and opinions of others
      1.2.2. Make an agreement with students about the rules and practices in teaching

   1.3. Evaluation methods
      1.3.1. Observe the ethical behavior of students, both in and outside the classroom
      1.3.2. Interview

2. Knowledge
   2.1. The expected learning outcome of TQF framework: knowledge
      2.1.1. Students have knowledge and understanding of the principles and theories.
      2.1.2. Students are able to apply theories into practice.

   2.2. The expected knowledge
      2.2.1. English Discovery Online
      2.2.2. Section I: speaking – listening English for Human Resource Management
| 2.2.2.1. | The phone call and Inquiry about the job |
| 2.2.2.2. | Take care and Talking to the job applicant |
| 2.2.2.3. | Job interview and Negotiation with the job applicant |
| 2.2.2.4. | Effective reporting and presentations in the workplace |

| 2.2.3. | Section II: reading – writing English for Human Resource Management |
| 2.2.3.1. | Vocabulary and expressions used in human resource management |
| 2.2.3.2. | Filling out the HRM forms |
| 2.2.3.3. | Business letter |
| 2.2.3.4. | Writing reports, memorandum and leave a message |

### 2.3. Teaching methods
- 2.3.1. Lecture
- 2.3.2. Assignment
- 2.3.3. Discussion

### 2.4. Evaluation methods
- 2.4.1. Observe students’ behavior and activity in the classroom
- 2.4.2. Homework, presentation, and discussion
- 2.4.3. Test, examination

### 3. Cognitive skills
#### 3.1. The expected learning outcome of TQF framework: Cognitive skills
- 3.1.1. Students are able to develop the ability to think systematically.
- 3.1.2. Students are able to solve problems by rational thinking.

### 3.2. Teaching methods
- 3.2.1. Discussion
- 3.2.2. Classroom activities
- 3.2.3. Assignment

### 3.3. Evaluation methods
- 3.3.1. Results of the activities assigned
- 3.3.2. Observe the expressions of the students’ intellectual skills in all activities
- 3.3.3. Test

### 4. Interpersonal skills and responsibility
#### 4.1. The expected learning outcome of TQF framework: Interpersonal skills and responsibility
- 4.1.1. Students are able to collaborate well with others
- 4.1.2. Students are able to have a responsibility for the assignment.
- 4.1.3. Students are able to adapt to different situations by planning and take the responsibility for themselves.

### 4.2. Teaching methods
- 4.2.1. Assignment
- 4.2.2. Group activities
4.3. Evaluation methods
   4.3.1. Observe the students’ behavior and the atmosphere of group work/activities
   4.3.2. Sociometry

5. Numerical analysis skills, communication, and information technology
   5.1. The expected learning outcome of TQF framework: Numerical analysis skills, communication, and information technology
   5.1.1. Students are able to improve skills in data collection, presentation by using appropriate information and communication technology in both spoken and written.

5.2. Teaching methods
   5.2.1. Use the computer to search for information and present the obtained information in class.
   5.2.2. Communication and send homework via e-mail

5.3. Evaluation methods
   5.3.1. Homework
   5.3.2. Class presentations or activities

Section 5
Lesson Plans and Assessments

1. Lesson plans

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Hours/Instructor</th>
<th>The purpose of teaching</th>
<th>Activities</th>
<th>Instruction media</th>
<th>Learning Outcomes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>- Learning commitment</td>
<td>4 hours/</td>
<td>- Make an agreement in</td>
<td>- Make an agreement and commitment with students</td>
<td>Course Syllabus, handouts</td>
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<td></td>
<td>- English Discovery Online: Overview</td>
<td>Aj.Rangsima</td>
<td>learning</td>
<td>Assignment</td>
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<td>Sawanatham</td>
<td>- Overview of the course</td>
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<td>2 - 3</td>
<td>Vocabulary and expressions used in human resource</td>
<td>8 hours/</td>
<td>- Know vocabulary and</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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<tr>
<td></td>
<td>management</td>
<td>Aj.Rangsima</td>
<td>expression used in HRM</td>
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<td>Sawanatham</td>
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<td>4 - 5</td>
<td>The phone call and Inquiry about the job</td>
<td>8 hours/</td>
<td>- Know how to use the</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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<td></td>
<td>Aj.Rangsima</td>
<td>phone to inquire about</td>
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<td></td>
<td>Sawanatham</td>
<td>the job</td>
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<td>6</td>
<td>Take care and Talking to the job applicant</td>
<td>4 hours/</td>
<td>- Know how to take care</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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<td></td>
<td></td>
<td>Aj.Rangsima</td>
<td>and talking to the job</td>
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<td></td>
<td></td>
<td>Sawanatham</td>
<td>applicant</td>
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<td>7 - 8</td>
<td>Job interview and Negotiation with the job</td>
<td>8 hours/</td>
<td>- Know how to interview</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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<td></td>
<td>applicant</td>
<td>Aj.Rangsima</td>
<td>and negotiation with the</td>
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<td>Sawanatham</td>
<td>job</td>
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<td>Week</td>
<td>Topic</td>
<td>Hours/Instructor</td>
<td>The purpose of teaching</td>
<td>Activities</td>
<td>Instruction media</td>
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<td>9 - 10</td>
<td>Effective reporting and presentations in the workplace</td>
<td>8 hours/ Aj.Rangsima Sawangtap</td>
<td>- Know how to report and make a presentation effectively in the workplace</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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<tr>
<td>11-12</td>
<td>Filling in the HRM forms</td>
<td>8 hours/ Aj.Rangsima Sawangtap</td>
<td>- Know how to filling in all of HRM forms</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
<td>● ● ● ● ●</td>
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<tr>
<td>13-14</td>
<td>Business letter</td>
<td>8 hours/ Aj.Rangsima Sawangtap</td>
<td>- Know types and how to write the business letter</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
<td>● ● ● ● ●</td>
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<tr>
<td>15-16</td>
<td>Writing reports, memorandum and leave a message</td>
<td>8 hours/ Aj.Rangsima Sawangtap</td>
<td>- Know how to write the reports, memorandum and leave a message</td>
<td>Lecture, class activities, assignment</td>
<td>Handouts, worksheet, homework</td>
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Final Examination

2. Assessment

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Assessment methods</th>
<th>Week</th>
<th>Percentile</th>
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<tbody>
<tr>
<td>No. 2.1</td>
<td>Mid-term examination</td>
<td>8</td>
<td>30%</td>
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<tr>
<td>No. 2.1 – 2.4</td>
<td>Final examination</td>
<td>17</td>
<td>30%</td>
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<tr>
<td>No. 2.1 – 2.4</td>
<td>English Discovery Online</td>
<td>1-16</td>
<td>20%</td>
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<tr>
<td>No. 1, No. 3, No. 4 and No. 5</td>
<td>Assessment from homework, presentation, class participation</td>
<td>1 - 16</td>
<td>20%</td>
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<td></td>
<td>Total</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
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Section 6

Teaching Resources

1. Handouts
   Handouts by Aj. Rangsima Sawangtap

2. Documents, resources, and data suggested
   2.1. BRU Library
   2.2. Journal: International Journal of Selection and Assessment
## Section 7
### Evaluation of Improvement & Course Operation

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</table>
| 1. | **Strategic course evaluation by students**  
Student’s opinions on activities and course |
| 2. | **Strategic assessment of teaching**  
Evaluate teaching performance and students’ achievement by using an assessment form. |
| 3. | **Teaching improvement**  
To be updated next semester. |