



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: Rangsimma Sawangtap
5. Semester/Year of study Semester: 2/2018 Student: 3 rd 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			
Lecture	Remedial Teaching	Practice / Field / internship	Self-study
32 Hours	-	32 Hours	80 Hours
3. Hours per week for individual consultation and technical advice to students			
<ul style="list-style-type: none"> ● 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

<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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
<p>2.3. Teaching methods</p> <ul style="list-style-type: none"> 2.3.1. Lecture 2.3.2. Assignment 2.3.3. Discussion
<p>2.4. Evaluation methods</p> <ul style="list-style-type: none"> 2.4.1. Observe students’ behavior and activity in the classroom 2.4.2. Homework, presentation, and discussion 2.4.3. Test, examination
<p>3. Cognitive skills</p> <p>3.1. The expected learning outcome of TQF framework: Cognitive skills</p> <ul style="list-style-type: none"> 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.
<p>3.2. Teaching methods</p> <ul style="list-style-type: none"> 3.2.1. Discussion 3.2.2. Classroom activities 3.2.3. Assignment
<p>3.3. Evaluation methods</p> <ul style="list-style-type: none"> 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
<p>4. Interpersonal skills and responsibility</p> <p>4.1. The expected learning outcome of TQF framework: Interpersonal skills and responsibility</p> <ul style="list-style-type: none"> 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.
<p>4.2. Teaching methods</p> <ul style="list-style-type: none"> 4.2.1. Assignment 4.2.2. Group activities

<p>4.3. Evaluation methods</p> <p>4.3.1. Observe the students' behavior and the atmosphere of group work/activities</p> <p>4.3.2. Sociometry</p>
<p>5. Numerical analysis skills, communication, and information technology</p> <p>5.1. The expected learning outcome of TQF framework: Numerical analysis skills, communication, and information technology</p> <p>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.</p>
<p>5.2. Teaching methods</p> <p>5.2.1. Use the computer to search for information and present the obtained information in class.</p> <p>5.2.2. Communication and send homework via e-mail</p>
<p>5.3. Evaluation methods</p> <p>5.3.1. Homework</p> <p>5.3.2. Class presentations or activities</p>

Section 5

Lesson Plans and Assessments

1. Lesson plans

Week	Topic	Hours/ Instructor	The purpose of teaching	Activities	Instruction media	Learning Outcomes				
						1	2	3	4	5
1	- Learning commitment - English Discovery Online: Overview	4 hours/ Aj.Rangsima Sawangtap	- Make an agreement in learning - Overview of the course	- Make an agreement and commitment with students - Assignment	Course Syllabus, handouts	●	●	●	●	●
2 - 3	Vocabulary and expressions used in human resource management	8 hours/ Aj.Rangsima Sawangtap	- Know vocabulary and expression used in HRM	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
4 - 5	The phone call and Inquiry about the job	8 hours/ Aj.Rangsima Sawangtap	- Know how to use the phone to inquire about the job.	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
6	Take care and Talking to the job applicant	4 hours/ Aj.Rangsima Sawangtap	- Know how to take care and talking to the job applicant	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
7 - 8	Job interview and Negotiation with the job applicant	8 hours/ Aj.Rangsima Sawangtap	- Know how to interview and negotiation with the job	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●

Week	Topic	Hours/ Instructor	The purpose of teaching	Activities	Instruction media	Learning Outcomes				
						1	2	3	4	5
			applicant							
Mid-term Examination										
9 - 10	Effective reporting and presentations in the workplace	8 hours/ Aj.Rangsima Sawangtap	- Know how to report and make a presentation effectively in the workplace	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
11-12	Filling in the HRM forms	8 hours/ Aj.Rangsima Sawangtap	- Know how to filling in all of HRM forms	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
13-14	Business letter	8 hours/ Aj.Rangsima Sawangtap	- Know types and how to write the business letter	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
15-16	Writing reports, memorandum and leave a message	8 hours/ Aj.Rangsima Sawangtap	- Know how to write the reports, memorandum and leave a message	Lecture, class activities, assignment	Handouts, worksheet, homework	●	●	●	●	●
Final Examination										

2. Assessment			
Learning Outcomes	Assessment methods	Week	Percentile
No. 2.1	Mid-term examination	8	30%
No. 2.1 – 2.4	Final examination	17	30%
No. 2.1 – 2.4	English Discovery Online	1-16	20%
No. 1, No. 3, No. 4 and No. 5	Assessment from homework, presentation, class participation	1 - 16	20%
		Total	100%

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

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.