

## Course Description

**Name of University:** Suan Sunandha Rajabhat University  
**School/Faculty/Department:** Public Administration Program,  
 College of Politics and Government

### 1. General Information

1. **Course ID and Course title**  
LGO2222 Human Resources Management In Local Government
2. **Credit units (Number of hours per week for lecture, lab, and self-study)**  
3 hours (3-0-6)
3. **Program and Categorization of course**  
This subject is a major required course for Bachelor of Public Administration (Local Government)
4. **Responsible faculty member and list of instructors**  
Asst. Prof. Dr. Marndarath Susunga
5. **Semester/Year level**  
Semester 2 / 2022
6. **Pre-requisite course(s) (if any)**  
None
7. **Co-requisite course(s) (if any)**  
None
8. **Place of study**  
Suan Sunandha Rajabhat University
9. **Date of preparation or latest update**  
November 15, 2022

## 2. Learning Objectives and Development Objectives

<p><b>1. Learning objectives</b></p> <p>This course highlights the major HRM functions and processes of strategic HRM planning, job analysis and design, recruitment, selection, training and development, compensation, benefits and performance appraisal as well as the future trends for HRM globalization.</p>
<p><b>2. Objectives for course development/improvement</b></p> <p>On the successful completion of this course, students will gain the following outstanding outcomes.</p> <ol style="list-style-type: none"> <li>1. To understand the variety of different HRM processes and practices.</li> <li>2. To possess the knowledge, skills and mindset for HRM.</li> <li>3. To evaluate the appropriateness and effectiveness of specific HRM activities.</li> </ol>

## 3. Course Content and Activities

<b>1. Course content</b>			
The HRM theory; human resource management planning, the personnel function in recruitment, selection, training and development, performance appraisal and labour relations including attitude development and moral of people working together in local government.			
<b>2. Number of hours per each semester</b>			
Lecture	Tutorial	Lab/Field Study/Workshop	Self-study
Lecture 45 hours	Upon requested	In-class activities/ Assignments	30 hours per week
<b>3. Number of hours per week for advising and academic counseling for individual students</b>			
<ul style="list-style-type: none"> <li>- Students can request for academic advices prior/after classes or in class hours.</li> <li>- Students can make appointment or stop by at the faculty members' offices during the specified office hours (6 hours per week).</li> <li>- Students can request academic help through the website of the Department or emails of faculty members.</li> </ul>			

#### 4. Learning Outcomes

<b>1. Morals and ethics</b>
The course aims to develop Students to have morals, understand ethics and codes of conducts in their real life. Students will be able to possess ethical, moral and honest behavior academically and professionally.
<b>1.1 Morals and ethics needed to develop</b>
<ul style="list-style-type: none"> <li>- Students will be developed to perform ethical and honest behavior to comply with professional codes of conducts, rules and regulations of the organizations and the society.</li> <li>- Students need to have self-disciplinary and punctuality in attending the class and submitting assignments.</li> <li>- Students need to pay respect to other's people's rights and opinions.</li> </ul>
<b>1.2 Methodology</b>
<ul style="list-style-type: none"> <li>- Lecture and give case studies on HRM for hospitality industry along with their discussions and support.</li> <li>- Announce course syllabus and assignment on the first class: no late submissions.</li> <li>- Encourage students to participate in class.</li> <li>- Class attendance, completeness and timeliness of assignment submission (class attendance and assignment submission records)</li> </ul>
<b>1.3 Assessment</b>
<ul style="list-style-type: none"> <li>- Observing students behavior and manner in class.</li> <li>- Evaluating case study analysis.</li> <li>- Observation of group work behavior, responsibility to the group.</li> </ul>
<b>2. Knowledge</b>
Students will understand the concepts and theory in the field of HRM for hospitality and tourism industry through self-analysis and case study. These encourage students to think systematically and able to perform effective decision making.

<b>2.1</b>	<b>Expected knowledge to be gained</b>
	<p>The students will be able to:</p> <ul style="list-style-type: none"> <li>- Gain solid foundation in HRM principles, and be able to apply these concepts in the hospitality industry.</li> </ul>
<b>2.2</b>	<b>Methodology</b>
	<ul style="list-style-type: none"> <li>- Lecture.</li> <li>- In-class discussion.</li> <li>- Group presentation and report.</li> <li>- Analysis of case studies of HRM in the hospitality and tourism industry.</li> </ul>
<b>2.3</b>	<b>Assessment</b>
	<ul style="list-style-type: none"> <li>- Examinations on theories and application related to HRM theories.</li> <li>- Evaluating case study analysis.</li> <li>- Grooming check.</li> </ul>
<b>3.</b>	<b>Intellectual Skills</b>
	<p>Students are able to acquire a solid foundation of HRM and able to provide an analysis and provide the solution to real world problems especially in human resource in hospitality business. □</p>
<b>3.1</b>	<b>Intellectual skills needed to develop</b>
	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>- Understand the HRM process in hospitality and tourism industry.</li> <li>- To be able to use business knowledge integrated with other disciplines.</li> </ul>
<b>3.2</b>	<b>Methodology</b>
	<ul style="list-style-type: none"> <li>- Develop the ability to solve problems from case studies.</li> </ul>
<b>3.3</b>	<b>Assessment</b>
	<ul style="list-style-type: none"> <li>- Quiz and final examination.</li> <li>- Group presentation and report assignment.</li> </ul>
<b>4.</b>	<b>Interpersonal skills and responsibility</b>
	<p>Students will be able to master the basic concepts and practices of modern HRM in a practical way and possess positive interdependence, accountability and social skills.</p>
<b>4.1</b>	<b>Interpersonal skills and responsibility needed to develop</b>

<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>- Discuss and critically analyze the HRM cases in class, and be able to work in group to implement the effective strategic HRM planning process for the hospitality industry.</li> </ul>
<b>4.2 Methodology</b>
<ul style="list-style-type: none"> <li>- Case study analysis.</li> <li>- Group presentation and report.</li> </ul>
<b>4.3 Assessment</b>
<ul style="list-style-type: none"> <li>- Assessing class participation.</li> <li>- Evaluating group report and presentation.</li> </ul>
<b>5. Qualitative and communication skills.</b>
<p>Students will be able to possess ability in acquiring and analyzing information in making decisions. The course also develops qualitative analysis skills to facilitate professionalism's case study.</p>
<b>5.1 Qualitative, Quantitative, and communication skills</b>
<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>- Possess and be able to apply appropriate qualitative and quantitative skills and techniques to solve problems.</li> <li>- Possess ability in acquiring and analyzing information in making decisions.</li> <li>- Possess ability in summarizing information effectively.</li> <li>- Possess discretion in the use of communication and information technology in an appropriate manner.</li> </ul>
<b>5.2 Methodology</b>
<ul style="list-style-type: none"> <li>- Case study analysis.</li> <li>- Group assignments.</li> </ul>
<b>5.3 Assessment</b>
<ul style="list-style-type: none"> <li>- Evaluating case study analysis.</li> <li>- Evaluating group and report assignments.</li> </ul>

## 5. Course Planning and Assessment

1. Course planning				
Week	Topics/Details	Hours	Learning Activities/Media	Instructor
1	Course Briefing Introduction Human Resources Management in Local Government	3	Lecture Discussion / PowerPoint	Asst. Prof. Dr. Marndarath
	Introduction of human resource management	3	Lecture Discussion /PowerPoint	Asst. Prof. Dr. Marndarath
2	Strategic HRM	3	Lecture Discussion / PowerPoint/ Practical Exercise	Asst. Prof. Dr. Marndarath
3	Delivering HRM systems and roles	3	Lecture Discussion/ PowerPoint/ Practical Exercise	Asst. Prof. Dr. Marndarath
4	Knowledge management	3	Lecture Discussion / PowerPoint	Asst. Prof. Dr. Marndarath
5	The ethical dimension of HRM	3	Lecture Discussion / PowerPoint	Asst. Prof. Dr. Marndarath
6	Organizational behavior	3	Lecture Discussion/ PowerPoint/ Practical Exercise	Asst. Prof. Dr. Marndarath

Week	Topics/Details	Hours	Learning Activities/Media	Instructor
7	Midterm Examination	3	Examination	Asst. Prof. Dr. Marndarath
8	Human Resource Planning in LGO.	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
9	Work, organization and job design	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
10	Learning and development	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
11	Development and Career Planning	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath

Week	Topics/Details	Hours	Learning Activities/Media	Instructor
12	Performance management	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
13	Evaluating and Rewarding Employees	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
14	Presentation + Report Submission Class Revision	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
15	Commitment and Employee engagement	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath



Week	Topics/Details	Hours	Learning Activities/Media	Instructor
16	- Employee relations (Presentation + Report Submission Class Revision)	3	Lecture Discussion/ PowerPoint/ Practical Exercise Online with Google Meet	Asst. Prof. Dr. Marndarath
17	Final Exam	3	Examination	Asst. Prof. Dr. Marndarath

2. Assessment				
Activity	Learning Outcome	Assessment Method	Assessment Week	Marks Allocation
1	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 5.1, 5.2, 5.3, 5.4	Quiz Midterm Examination Final Examination	Week 8,12 Week 15 Week 15	30% 30% 20%
2	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4	Group Presentation and Report Assignment	Week 15	10%
3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4	Class Attendance and Participation	Whole semester	10%

## 6. Course Resources

1.	<p><b>Required text books and readings</b></p> <p>Marndarath S. (2022). Human Resource Management in Local Government. Suan Sunandha Rajabhat University.</p> <p>Armstrong, M. (2014). Armstrong's handbook of human resource management practice (11th ed.). London: Kogan Page.</p> <p>Dessler, G. (2016) <i>Human Resource Management</i>. England. Pearson Education Inc.</p>
2.	<p><b>Supplementary reading list/references</b></p> <p>Youssef, Carolyn M. (2012) <i>Human Resource Management</i>. San Diego. Bridgepoint Education Inc. Robert H. Woods (2005) <i>Managing Hospitality Human Resources</i> (3rd Edition).</p>
3.	<p><b>Recommended reading list/references</b></p> <p>- None</p>

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## 7. Course Feedback and Improvement

<p><b>1. Course evaluation by students</b></p> <ul style="list-style-type: none"> <li>- End-semester questionnaire</li> <li>- Class evaluation/peer evaluation</li> <li>- Questioning and answering session in class</li> </ul>
<p><b>2. Other methods of course evaluation</b></p> <ul style="list-style-type: none"> <li>- Discussion with experts</li> </ul>
<p><b>3. Course development and improvement</b></p> <ul style="list-style-type: none"> <li>- Course mentor</li> <li>- Class observation</li> <li>- Knowledge sharing</li> </ul>
<p><b>4. Quality assurance of the course</b></p> <ul style="list-style-type: none"> <li>- Internal committees</li> <li>- External committees</li> <li>- Internal quality assurance</li> <li>- External quality assurance</li> </ul>
<p><b>5. Course revision and development plan</b></p> <ul style="list-style-type: none"> <li>- Major revision every 2 years</li> <li>- Minor revision where appropriate</li> </ul>

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