MINISTRY OF EDUCATION AND TRAINING   THE SOCIALIST REPUBLIC OF VIETNAM
NATIONAL ECONOMICS UNIVERSITY   Independence - Freedom - Happiness
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SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE   TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION
- *Course title (Vietnamese):* ***Quản lý nguồn nhân lực trong khu vực công***

- *Course title (English):* ***Human Resource Management in Public Sector***
- *Course code:* ***EPMP1119***
- *Knowledge group:* ***Major's knowledge***
- *Credit:3*
- *Prerequisite courses:* ***No***

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

This course provides the concepts, methods, basic techniques of the primarily function of management of human resources in the public sector. These contents will provide learners with a fundamental theoretical framework to analyze and apply in the entire curriculum.

4. REFERENCES
Required textbooks

Joan E. Pynes (2009), Human resources management for public and nonprofit organizations: a strategic approach, 3 rd ed2

Other references

Tran Thi Thu, Vu Hoang Ngan (2013), *Human Resource Management in Public Organizations*, Curriculum, First Edition, National Economics University Publisher.

Handout distributed in lessons

5. COURSE OBJECTIVES:

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]

Goal		Description		
G1 (Knowledge)	Get the concepts, characteristics, goals and content of human resource management in the public sector to apply knowledge of human resource management in the public sector to plan and analyze work, recruitment, evaluation, training, and remuneration in public organizations	KT 2 KT 3	3 3
G2 (Skill)	Have skills in planning, job analysis, recruiting, evaluating, and training human resources in the public sector in English ; have the skills to identify and implement plans to allocate and coordinate human resources for the implementation of the plans of the public organization.	KN 1 KN 2 KN 5	3 3 3
G3 (Level of autonomy and responsibility)	Self-study for work to create capacity to work for life ; have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	NLTC 2	4

6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understand the concepts and characteristics of human resources in the public sector	2
	CLO1.2	Understand the human resource management goals and contents in the public sector	2
	CLO1.3	Applying knowledge of human resource management in the public sector for planning, job analysis, recruitment, evaluation, training, and remuneration in public organizations.	3
G2	CLO2.1	Have skills in performing planning, job	3

		analysis, recruiting, evaluating, and training human resources in the public sector in English	
(Skill)	CLO2.2	Have skills to identify and implement plans to allocate and coordinate human resources for the implementation of plans of public organizations.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self-study for work to create capacity to work for a lifetime	4
	CLO3.2	Responsibility, cooperation, autonomy at work; take responsibility for your own work results	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to week 12	CLO1.1 CLO3.1 CLO3.2	- Full class participation level. - The level of lesson preparation at home (fully, thoroughly) - Level of participation in answering lecturers' questions (quantity and quality of answers) - Level of participation in questioning lecturers (quantity and quality of questions)	10%
Mid-term review	Chapter 1: Overview of human resource management	Week 7	CLO1.1 CLO1.2 CLO 1.3 CLO2.1 CLO2.2 CLO3.1 CLO3.2	The level of completion of the individual assignment (punctuality, the quality of the assignment is associated with the attainment of knowledge, skills as well as the	20%

	in the public sector Chapter 2: Job analysis in the public sector Chapter 3 Planning of human resources in the public sector Chapter 4: Recruitment of human resources in the public sector Chapter 5: Assessment of human resources in the public sector			capacity of autonomy and self-responsibility for the learning outcomes of the course)	
Mid-term review	Chapter 5: Assessment of human resources in the public sector Chapter 6: Human resource training in the public sector	Week 11	CLO 1.3 CLO2.1 CLO3.1 CLO3.2	The level of completion of the individual assignment (punctuality, the quality of the assignment is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	20%

	Chapter 7: Labor remuneration in the public sector		5			
End-of-term evaluation	Chapters 2, 3, 4, 5 , 6, 7,8			CLO1.2 CLO 1. 3 CLO2.1 CLO2.2 CLO3.1 CLO3.2	The level of completion of the individual test at the end of the term (The quality of the test is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	50%

* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]

1	Chapter 1: **Overview of human resource management in the public sector** 1.1 Responsibilities and role of human resource management in the public sector. 1.2 Components that make up the public sector. 1.3 Course topics and content 1.4 The challenge to manage resources hu man resources in the current period. *Read:* Joan E. Pynes - Chapter 1	CLO1 .1 CLO1.2	**Study at home:** Pre-study the document Chapter 1 **Teaching and learning in class** - Introduction about the set and how to evaluate the set - Lecture: 3 sessions - Class discussion (i ndividual) : 1 session	Evaluate the learning process, attitude, level of initiative and positivity in learning 10% Presentations 20% Personal exercise 20%
2	Chapter 2: **Analyzing work in the public sector** 2.1 The importance of job analysis for human resource management in the public sector. 2.2 Concept of work analysis 2.3 Common methods applied when analyzing work 2.4 Different types of job performance information can be identified through job analysis techniques. *Read:* Joan E. Pynes - Chapter 6	CLO1 .2 CLO 1.3 CLO2.1 CLO3.1	**Study at home:** Study in advance Chapter 2 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individu al) : 1 session	
3	Chapter 3: **Public Sector Human Resource**	CLO 1.3 CLO2.1	**Study at home:** Study in	

	Planning 3.1 The Nature and Characteristics of the planning of Human Resource in Public Sector . 3.2 Human Resource Planning Definition and Identification of the Steps in the Planning Process. *Read:* Joan E. Pynes - Chapter 2	CLO3.1 CLO3.2	advance Chapter 3 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual) : 1 session	
4	Chapter 4: **Recruitment of human resources in the public sector** 4.1 The importance of recruiting human resources in the public sector 4.2 Recruitment skills are used in the public sector. 4.3 The impact of technology on recruitment and recruitment practices and procedures. 4.4 Types of tests and techniques used in recruiting people. 4.5 Legal issues related to recruitment and selection process. *Read:* Joan E. Pynes - Chapter 7	CLO 1.3 CLO2.1 CLO3.1 CLO3.2	**Study at home:** Study in advance Chapter 4 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual) : 1 session	
5	Chapter 5: **Evaluation of human resources in the public sector** 5.1 The importance of	CLO 1.3 CLO2.1 CLO2.2 CLO3.1	**Study at home:** Study in advance Chapter 5 **Teaching and**	

	human resource assessment in the public sector 5.2 Applications of Human Resource Assessment 5.3 Different assessment tools and their benefits. 5.4 Identify the main sources of human resources misjudgment 5.5 Evaluation process and method *Read:* Joan E. Pynes - Chapter 8	CLO3.2	**learning in class** - Lecture: 3 sessions - Class discussion (individual) : 1 session	
6	Chapter 5: **Evaluation of human resources in the public sector** 5.1 The importance of human resource assessment in the public sector 5.2 Applications of Human Resource Assessment 5.3 Different assessment tools and their benefits. 5.4 Identify the main sources of human resources misjudgment 5.5 Evaluation process and method *Read:* Joan E. Pynes - Chapter 8		**Study at home:** Study in advance Chapter 5 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual) : 1 session	
7	Group presentations	CLO1.1 CLO1 .2 CLO 1.3 CLO2.1	Group presentation: 4 sessions	

		CLO2.2 CLO3.1 CLO3.2		
8	Chapter 6: **Training of human resources in the public sector** 6.1 Basic concept and the importance of training human resources in the public sector. 6.2 Training Methods 6.3 Methods of Evaluating the Training Methods 6.4 Methods of determining training needs, self-training programs and organizing training programs *Read:* Joan E. Pynes - Chapter 11	CLO 1.3 CLO2.1 CLO2.2 CLO3.1 CLO3.2	**Study at home:** Pre-study the document Chapter 6 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individu al) : 1 session	
9	Chapter 6: **Training of human resources in the public sector** 6.1 Basic concept and the importance of training human resources in the public sector. 6.2 Training Methods 6.3 Methods of Evaluating the Training Methods 6.4 Methods of determining training needs, self-training programs and organizing training programs *Read:* Joan E. Pynes - Chapter 11		**Study at home:** Pre-study the document Chapter 6 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individu al): 1 session	
10	**Chapter 7: Compensation**	CLO 1.3	**Study at**	

	for workers in the public sector 7.1 Concepts and components of remuneration. 7.2 Factors affecting the remuneration of employees in public organizations 7.3 Characteristics of money wages, allowances, incentives and benefits for employees in the public sector.	CLO2.1 CLO3.1 CLO3.2	**home:** Pre-study the document Chapter 7 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual): 1 session	
11	**Chapter 7: Compensation for workers in the public sector** 7.4 Concepts and components of remuneration. 7.5 Factors affecting the remuneration of employees in the organization of 7.6 Characteristics of wages, allowances, incentives and benefits for public sector workers.		**Study at home:** Pre-study the document Chapter 7 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual): 1 session Deadline personal exercises 20%	
12	**Chapter 8: Human resource management policies in the public sector.** 8.1 Concepts and implications of human resource policies: 8.2 Factors affecting policy of human resources in the public sector. 8.3 Structure, content and methodology of building	CLO 1.3 CLO2.1 CLO2.2 CLO3.1 CLO3.2	**Study at home:** Pre-study the document Chapter 8 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (individual): 1 session Deadline personal exercises 20%	

	human resources policies in the public sector.			
	Examination at the end of the period	CLO1.2 CLO 1.3 CLO2.1 CLO2.2 CLO3.1 CLO3.2	Examination: 90 minutes	Multiple choice test: 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Student who miss more than 20% of the lessons of the subject will be considered as not complete the course and have to enroll again.

- Students who submit individual and group assignments late compared with the prescribed time of the instructors will receive a score of 0 for that assignment.

- Students will be randomly asked to answer questions during 12 sessions

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures through discussions with lecturers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Do not make noise, disturbing other students in the learning process.

- Do not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing exercises. Absolutely do not use them for other purposes.

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Hanoi, Date   Month   Year 20

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DEAN OF FACULTY   **UNIVERSITY PRINCIPAL**

(Signed)   **(Signed)**