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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 tổ chức công và phi lợi nhuận**

- *Course title (English):* **Public and non-profit Organization  
Management**

- *Course code:* **EPMP1122**

- *Knowledge group:* **Major's knowledge**

- *Credit:* **3**

- *Prerequisite courses:* **No**

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

The management of public and nonprofit organizations has become an increasingly important field of study given the importance and role of nonprofit organizations within societies. This course is designed as an introductory course for students interested in learning about nonprofit organizations; and will provide students with a general overview of management practices that are specific to public and nonprofit organizations

**4. REFERENCES**

**Required textbooks**

Bolman, Lee, and Terrence E. Deal. 2003 . Reframing Organizations : Artistry, choice and leadership, New York: Jossey-Bass.

**Other references**

NEU's eBooks and documents at <http://lic.neu.edu.vn:2048/menu> : Emerald Insight , IG Publishing eBook and ProQuest Central

**5. COURSE OBJECTIVES :**

Goal (Gx)	Description	PLO	Level
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[1]	[2]	[3]	[4]
G1 (Knowledge)	Understand the basics knowledge of public and non-profit organizations; Apply basic knowledge of public and non-profit management to analyze practical problems of public and non-profit organizations.	KT3	3
G2 (Skill)	Have skills to analyze and solve the problem to analyze the problem in fish c unions and non-profit; skills in planning and writing plans for public and nonprofit organizations in English; skills to identify and implement plans to allocate and coordinate resources for public and non-profit planning implementation	KN1 KN5	3 3
G3 (Level of autonomy and responsibility)	Self-study for work to create capacity to work in life; have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	NLTC2	4

#### 6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understand the basics of public and non-profit organizations.	2
	CLO1.2	Apply basic knowledge of public and non-profit management to analyze practical problems of public and non-profit organizations.	3
G2 (Skill)	CLO2.1	Have skills in applying analytical and problem-solving processes to analyze problems in public and nonprofit organizations	3
	CLO2.2	Have skills in planning and writing plans for public and nonprofit organizations in English	3
	CLO 2.3	Have skills in identifying and implementing plans to allocate and coordinate resources for public and non-profit planning implementation	3

G3 (Level of autonomy and responsibility)	CLO3.1	Self-study for work to create capacity to work for a lifetime	4
	CLO3.2	Have a sense of responsibility, cooperation, and 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		<ul style="list-style-type: none"> <li>- Full level of attendance</li> <li>- The level of lesson preparation from home (fully, thoroughly)</li> <li>- Level of participation in answering lecturers' questions (number of times and quality of answers)</li> <li>- Level of participation in questioning with lectures of lecturers (number of times and question quality)</li> </ul>	10%
Mid-term review	Chapters 1, 3-8, Governance in Public and Nonprofit Organizations	Week 5	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	The level of individual homework completion (on time, the quality of the assignment is associated with the level of knowledge,	20%

				skills and capacity to be autonomous and responsible for the learning outcomes of the course)	
Mid- term re view	Chapter 12,13,15,16,17	Week 8	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	- The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of lecturers and classes associated with the level of knowledge, skills and self-control capacity) responsibilities of course outcomes) .	20%
End-of-term evaluation	Chapter 1, 3,4,5,6,7,8,12,13, 15,16,17 ; Governance in public and non-profit organizations ; Network and policy change ; Managing budgets and finances in public and non-profit organizations ; Risk management in public and non-profit organizations ; Marketing for public	Week 13	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	-The level of completing individual exam at the end of the term	50%

	and nonprofit organizations				
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\* The course uses turnitin software to assess academic integrity

## 8. TEACHING PLAN

<b>Week/ Session</b>	<b>Contents</b>	<b>CLO</b>	<b>Activities</b>	<b>Assessment</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>	<b>[5]</b>
1	Course Overview & Syllabus Review Introductions and Learning Needs/Expectations Overview of Public Organization and Non Government Organization Government – Non profit Interface: Product and service	CLO1.1, CLO2.1, C LO3.1, CLO3.2	<b>Learning at home:</b> study Chapter 1 in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	Evaluate the learning process, attitude, level of initiative and positivity in learning 10% - Individual test: 20% Presentations: 20%
2	Chapter 1: Overview: Government and Tax-Exempt Status	CLO1.1, CLO2.1, C LO3.1, CLO3.2	<b>Learning at home:</b> study Chapter 3-5 in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	
3	Chapter 3, 4, 5: Structure Frame	CLO1.1, CLO1.2, CLO2.1, C LO3.1, CLO3.2	<b>Learning at home:</b> study Chapter 6-8 in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	
4	Chapter 6,7,8: Human Resource Frame 1	CLO1.1, CLO1.2, CLO2.1, CLO2.3, C LO3.1, CLO3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	

5	Governance of Nonprofits – Board Roles and Responsibilities	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	<b>Learning at home:</b> study Chapter 15-17 in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session
6	Chapter 15,16,17: Improving management and leadership	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	<b>Learning at home:</b> study Chapter 12-13 in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session
7	Chapter 12,13: Culture	CLO1.1, CLO1.2, CLO2.1, CLO3.1, CLO3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session
8	Presentation: in groups	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2	Group presentations
9	Networking and policy change	CLO1.1, CLO1.2, CLO2.1, CLO3.1, CLO3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session
10	Budget and Finance Management for NGOs Risk Management for NGOs	CLO1.1, CLO1.2, CLO2.1, CLO2.3, CLO3.1, CLO3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b>

		LO3.1, CLO3.2	Lecture: 3 sessions Discussion: 1 session	
11	Proposal writing and – Marketing for NGOs	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, C LO3.1, CLO3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	
12	Course Review	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, C LO3.1, CL O3.2	<b>Learning at home:</b> study materials in advance <b>Teaching and learning in class :</b> Lecture: 3 sessions Discussion: 1 session	
13	Final exam	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3, C LO3.1, CLO3.2		Individual 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.

- Students 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 asked to answer random questions and answers during 12 sessions

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

## **9.2. Rules of classroom behavior**

- The course is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (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, affect others 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 for lectures, exercises, absolutely not used for other purposes.

*Hanoi, Date Month Year 20*

**DEAN OF FACULTY**

**(Signed)**

**PRINCIPAL**

**(Signed)**