
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 học*
- *Course title (English): Essentials of management*
- *Course code: EPMP1141*
- *Knowledge group: General education*
- *Credit: 3*
- *Prerequisite courses: No*

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

Management applies to all kinds of organizations and is a vast field that defies a neat definition. The following lectures provide an introduction to a range of ideas and concepts that will give students an analytical framework to use as they proceed through their degree program

4. REFERENCES

Required textbooks

Schermerhorn J. R. (2015), Introduction to Management, 13th edition, John Wiley & Sons, USA.

Other references

Khoa Khoa học quản lý, ĐH Kinh tế quốc dân, Giáo trình Quản lý học, NXB ĐH Kinh tế quốc dân, 2019

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
[1]	[2]	[3]	[4]
G1 (Knowledge)	Understand basic knowledge of organizing, organizational management, organizational management processes and organizational environment analysis	KT3	2
G2 (Skill)	Have skills in applying analytical and problem-solving processes in organizing and using the planning process to develop plan for the organization in English; improvise, adapt, negotiate, resolve work conflicts of self/group/department/organization	KN1 KN4 KN5	3 4 3
G3 (Level of autonomy and responsibility)	Self-study for work to create capacity to work for a lifetime. 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 basic knowledge of organizing and organizational management	2
	CLO1.2	Understand organizational management processes and organizational environment analysis	2
G2 (Skill)	CLO2.1	Have skills in applying analytical and problem solving processes in organizing	3
	CLO2.2	Have skills in using the planning process to develop plan for the organization in English	4

Goal	CLO (CLOx.x)	Description	Level
	CLO2.3	Have skills in improvising, adapting, negotiating, resolving work conflicts of self/group/department/organization	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		Week 1 to 12	CLO1.1 CLO3.1 CLO3.2	-Full level of attendance - Level of lesson preparation (fully, thoroughly) - Level of participation in answering lecturers' questions (quantity and quality of answers) - Level of participation in questioning lecturers	10%

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)	
				(quantity and quality of questions)		
Mid-term review	Chapter 8: Fundamental Planning Chapter 9: Fundamental Control Chapter 10: The strategic management process Chapter 11: Fundamentals of Organizing	8: of 7 9: of 11: of	Week 7	CLO1.2, 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 capacity of autonomy and self-responsibility for the learning outcomes of the course)	20%
Mid-term review	Chapter 8: Fundamental Planning Chapter 9: Fundamental Control Chapter 10: The strategic management process	8: of 12 9: of	Week 12	CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1	The level of completion of group assignments, presentations (punctuality, quality of content and presentations , response to questions of lecturers and classmates associated with the level of knowledge, skills as well as the	20%

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
	Chapter 11: Fundamentals of Organizing CHAPTER 14: Essentials Leadership CHAPTER 15: Foundations of individual behavior			capacity of autonomy and self-responsibility for the learning outcomes of the course)	
End-of-term evaluation	Chapter 8: Fundamental of Planning Chapter 9: Fundamental of Control Chapter 10: The strategic management process Chapter 11: Fundamentals of Organizing Chapter 14: Essentials Leadership Chapter 15: Foundations of individual behavior		CLO1.2, CLO2.1, CLO2.2, CLO2.3, 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 and the ability to autonomy and take responsibility of the course learning outcomes)	50%

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
	Chapter 16: Motivation: Theory and Practice				

** The module uses turnitin software to assess academic integrity*

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Introduction to the Course and TURNITIN CHAPTER 1: The management process	CLO1.1, CLO2.1	Study at home: Read Chapter 1 before class Teaching and learning in class - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group) : 1 session Watch a video about differences between managers and leaders (https://www.youtube.com/watch?v=Tddlkly1cC0) or/and (https://www.youtube.com/watch?v=fKPUY1XzhUE)	- Evaluation of attendance, in-class behaviors: 10% - Average score of 4 quizzes: 20% - Groupwork, presentation: 20%
2	CHAPTER 3: Ethical behavior and social	CLO1.1, CLO2.1, CLO3.1	Study at home: Read Chapter 3, 4 before class Teaching and learning in class	

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
	responsibility CHAPTER 4: External environment and organizational culture		- Lecture: 3 session - Discussion in class (individual, in group) : 1 session Watch a video about successful managers vs. effective managers (https://www.youtube.com/watch?v=sMwkwibWKHU)	
3	CHAPTER 7: The decision making process	CLO1.2, CLO2.1, CLO3.1, CLO3.2,	Study at home: Read Chapter 7 before class Teaching and learning in class - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group) : 1 session Watch a video and discussion about decision making in organizations (https://www.youtube.com/watch?v=w9Cg3_5Bfuw) . Watch a video and discussion about the ant story (https://www.youtube.com/watch?v=ejw9Coycfew)	
4	CHAPTER 8: Fundamentals of Planning	CLO1.2, CLO2.2,	Study at home: Read Chapter 8 before class	

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
		CLO3.1, CLO3.2	<p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Quiz No.1 and group discussion: 1 session <p>Watch a video and discussion about young professionals (https://www.youtube.com/watch?v=j5VXmp6EN38)</p>	
5	CHAPTER 9: Fundamentals of Control	CLO1.2, CLO2.2, CLO3.1, CLO3.2	<p>Study at home: Read Chapter 9 before class</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Quiz No.2 and discussion: 1 session <p>Watch video and discussion: a video about Coca case study (https://www.youtube.com/watch?v=xUIx7UKD-WQ)</p>	
6	CHAPTER 10: The strategic management process	CLO1.2, CLO2.2, CLO3.1, CLO3.2	<p>Study at home: Read Chapter 10 before class</p> <p>Teaching and learning in class</p>	

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
			<ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group): 1 session <p>Watch a video and discussion about what is organization structure https://www.youtube.com/watch?v=wO_-MtWejRM</p>	
7	CHAPTER 11: Fundamentals of Organizing	CLO1.2, CLO2.2, CLO3.1, CLO3.2	<p>Study at home: Read Chapter 11 before class</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Quiz No.3 and discussion: 1 session <p>Watch a video and discussion about creating your business organization structure https://www.youtube.com/watch?v=MQAQ_y3x_DE</p>	
8	CHAPTER 14: Essentials Leadership	CLO1.2, CLO2.2, CLO3.1, CLO3.2	<p>Study at home: Read Chapter 14 before class</p> <p>Teaching and learning in class</p>	

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
			<ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Quiz No.4 and discussion: 1 session - Casestudy will be given in the class 	
9	CHAPTER 15: Foundations of individual behavior	CLO1.2 CLO2.3 CLO3.1, CLO3.2	<p>Study at home: Read Chapter 15 before class</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group): 1 session <p>Watch a video and discussion about essentials of leadership (https://www.youtube.com/watch?v=Rc6gsy5FXIs)</p>	
10	CHAPTER 16: Motivation – theory and practice	CLO1.2, CLO2.3 CLO3.1, CLO3.2	<p>Study at home: Read Chapter 16 before class</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group): 1 session 	

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
			Watch a video and discussion about employee engagement (https://www.youtube.com/watch?v=VdrfbjTHYMM)	
11	CHAPTER 17: Teams & teamworks	CLO2.1, CLO2.3, CLO3.2	<p>Study at home: Read Chapter 17 before class</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Introduction to the chapter and how to evaluate the chapter - Lecture: 3 session - Discussion in class (individual, in group): 1 session <p>Watch a video and discussion about employee engagement (https://www.youtube.com/watch?v=VdrfbjTHYMM)</p>	
12	Group presentation	CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1	Group presentation: 4 session	
	End-of-course test	CLO1.2, CLO2.1, CLO2.2, CLO2.3, CLO3.1	Individual exam test: 90 minutes	Test: 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In any case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.
- Students are responsible for actively read materials in advance, proactively preparing lessons before going to class according to the instructions and requests of lecturers.
- Students who skip more than 20% of the lessons of the subject will be considered as not complete the course and have to retake the course
- Students who miss the deadline of individual and group assignments submission 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.

DEAN OF FACULTY

Hà Nội, Date Month Year 20
UNIVERSITY PRINCIPAL