

SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE
TIME

TYPE OF EDUCATION: FULL-

1. GENERAL INFORMATION

- *Course title (Vietnamese):* **Tiếng Anh 1**

- *Course title (English):* **ENGLISH 1**

- *Course code:* **EPMP1124**

- *Knowledge group:* **General Education**

- *Credit:* **5**

- *Prerequisite courses:* *Students have completed the compulsory courses of General English and/or English for Business Communication at Intermediate Level or equivalent.*

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

The module provides the foundation knowledge of the language to help improve English proficiency, in addition to providing students with some basic concepts of management in general and public management in particular in English.

4. REFERENCES

- Required textbooks: David Cotton, (1988), Keys to Management, Nelson Business English

- Other references:

1. David Cotton, David Falvey & Simon Kent (2005), Market Leader, Pearson Longman.

2. Extra materials on relevant topics and updated information collected by the instructor.

5. COURSE OBJECTIVES

Goal	Description	PLO	Level
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(Gx)			
[1]	[2]	[3]	[4]
G2 (Skill)	Obtain skills of correctly applying English terminologies related to economics, management, and public administration in learning and communication. Students will complete a project with relevant fields in English to solve a problem that he/she interests in, and then present the project's findings with a report of up to 3000 words during 15 minutes (with visual assistance)	KN5	4
G3 (Level of autonomy and responsibility)	Become a global citizen	NLTC1	4

6. COURSE LEARNING OUTCOME

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO1.1	Have skills to implement accurately popular English terminologies of economics, management and public management in study and communication	3
	CLO1.2	Have the skills of problem analysis to complete a project using English in a relevant field to solve a problem that is interest to the student.	4
	CLO1.3	Have skills of presenting project results in a report of up to 3000 words, corresponding to a 15-minute presentation (with visual aid)	3
	CLO1.4	Have abilities of managing individual works effectively adapting in teamwork, improvising situations of presentations.	4
G3 (Level of autonomy and responsibility)	CLO2.1	Become a global citizen	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process	Assessments are based on attendance and the degree of positivity in constructing statements	From session 1 to session 19		<ul style="list-style-type: none"> - 80% Class attendance - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in answering lecturers' questions (number of times and quality of responses) - Level of participation in questioning with lectures of lecturers (number of times and question quality) 	10%
Mid-term review	Group project (Proposal and presentation) A group of 3 students do a small research on a business management related topic they are interested in. The	Session 11	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<ul style="list-style-type: none"> - The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of 	20%

	teams first submit proposals for approval then work on their research projects. On the designated day, groups will present for 15 minutes, showing their findings and comments / suggestions for the situation to be addressed.			lecturers and classes is associated with the level of knowledge, skills and autonomy capacity. responsibilities of module outcomes).	
Midterm review	Midterm review: In 90 minutes, students are tested on concepts learned about business / management, how to use structures, templates, and writing in business communication (speaking and writing).	Session 18-19	CLO1.1, CLO1.2, CLO2.1	The level of completing the individual test (on time, the quality of the answers associated with the level of knowledge, skills, and the ability to autonomy and take responsibility of the module outcome standards)	20%
End-of-term evaluation	In 120 minutes, students were tested on concepts learned about business / management, how to use structures, templates and texts in business		CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1	The level of completion of the test and personal essay at the end of the semester (the quality of the test is linked to the level of knowledge, skills	50%

	<p>communication (speaking and writing), and their ability to understand and respond to retrieval of management / business contents introduced in listening and reading quotations. Questions in the form of multiple options, summarizing and supplementing information and presenting ideas.</p>			<p>and capacity to be autonomous and responsible for the output standards of the module)</p>	
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* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week / Sesion	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	<p>Introduction to the Course and TURNITIN Instructions on Group Project</p>	<p>CLO1.1, CLO1.2, CLO2.1</p>	<p>Study at home: Read materials at home in advance Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation</p>	<p>Attendance (full class participation): 10% Presentation 1: 10% Personal assignment:</p>

			and discuss the class: 1 session	20%
2	The Manager's role	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 1 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
3	Scientific Management	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 2 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
4	The Quality of Working Life	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 3 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	

5	Decision-making Introduction to research	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 4 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
6	Top Management - planning and strategy	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 5 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	Individual Test 20%
7	Goal setting Business writing	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 6 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
8	The management of time Business writing	CLO1.1, CLO1.2, CLO2.1	Study at home: Read materials at home topic 7 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions	

			Latter to save the situation and discuss the class: 1 session
9	Motivation Business writing	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 8 Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session
10	Review	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Research and review topics learned, prepare questions if any. Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session
11	Mid-term test Feedback on Research Proposal	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Examination: 90 minutes Teacher rating: 2 periods
12	Performance appraisal Data analysis	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Research before topic 9 Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session
13	Centralisation or Decentralisation?	CLO1.1, CLO1.2,	Study at home: Research before topic 10

		CLO2.1	Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
14	Communications Business writing	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 11 Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
15	Leadership Presentation skills	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 12 Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
16	Management in multinationals Presentation skills	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 13 Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	
17	Social Responsibility	CLO1.1, CLO1.2, CLO2.1	Study at home: Research before topic 14 Teaching and learning in class: Lecture: 3 sessions Latter to save the situation and discuss the class: 1 session	

			session	
18	Group Presentation (groups 1-8)	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Research: Study documents and prepare slides, presentation content. Teaching and learning in class: Thuyết trình nhóm: 4 tiết	Presentation 20%
19	Group Presentation (groups 9-15) Review Feedback	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1	Students present 4 sessions	
20	(Final Exam)	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1	Exam test individual: 120 minutes	Test: 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

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

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

- 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.

- 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 module, 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 module

9.2. Rules of classroom behavior

- The module 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.

- Absolutely not make noise, affect others in the learning process.

- Absolutely 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)