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**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): Nhập môn quản lý công*

- *Course title (English): Introduction to Public Administration*

- *Course code: EPMP1111*

- *Knowledge group: Professional Education*  
*(Major's knowledge)*

- *Credit: 3*

- *Prerequisite courses: No*

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

**3. DESCRIPTION**

This course introduces students to the basic concepts and processes of public administration. The course will help students to develop knowledge of various problems and challenges that public administrators face to daily in their jobs. Students will develop a critical and broader perspectives on issues and problems relating to public administration. At the end of the course, students should achieve good understanding of the complexity, diversity and dynamism in public administration; and should develop intellectual capacity to figure-out creative and constructive solutions for important problems of public administration.

**4. REFERENCES**

**Required textbooks:**

Chandler A.J. (2000), Comparative public administration; New York.:  
Routledge, 275tr.

**Other references:**

Nguyen Thi Le Thuy and Bui Thi Hong Viet, ( 2019 ), Textbook of Public Policy,  
National Economics University Publishing House.

## 5. COURSE OBJECTIVES:

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Understand the concepts and apply the grounded theories of public administration to analyze issues related to public sector; Apply theories of public human resource management, public sector leadership; Understand the ethics of management and the public sector	KT1 KT3	3 3
G2 (Skill)	Have skills regarding to decision-making processes to analyze management decisions in the public sector , skills of writing decision analysis report for public organizations in English.	KN1, KN5	3 3
G3 (Level of autonomy and responsibility)	Self-study for work to create working capacity for whole life. Obtain perspectives 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 concepts and apply the grounded theories of public management to the analysis of public sector related	2

		issues.	
	CLO1.2	Applying theories of public human resource management	3
	CLO1.3	Apply leadership in the public sector	3
	CLO1.4	Understand the ethics of management and the public sector	2
G2 (Skill)	CLO2.1	Skills in implement a decision-making process to analyze public sector management decisions	3
	CLO2.2	Acquire skills of writing decision analysis report for public organizations in English	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self-study for work to create working capacity for whole life	4
	CLO3.2	Develop 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>- Class attendance</li> <li>- Lesson preparation from home (fully, thoroughly)</li> <li>- Participation in answering lecturers' questions (number of times and quality of answers)</li> <li>- Participation in questioning with lectures of</li> </ul>	10%

				lecturers (number of times and question quality)	
Mid-term review	Sessions 1, 2, 3, 4, 5, 6	Weeks 4, 5	CLO 1.1, 1.2, 2.1, 2.2, 3.1, 3.2	- Individual homework completion (on time, the quality of the assignment is associated with the level of knowledge attainment, skills and autonomy and responsibility of the module outcome standards)	20%
Mid-term review	Sessions 7, 8, 9, 10, 11, 12	Weeks 10, 11, 12,	CLO 1.3, 1.4, 2.2, 3.1, 3.2	- 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 autonomy and responsibility) of course output standards).	20%
End-of-term evaluation	Sessions 1, 2, 3, 4, 5	Week 13	Tất cả CLO	- The level of completing personal essay exam final (exam quality associated with attainment of knowledge, skills and levels of autonomy and responsibility of the standard output module)	50%

\* The course uses turnitin software to assess academic integrity

## 8. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria
[1]	[2]	[3]	[4]	[5]

1	Chapter 1. Introduction to the subject and concepts of public management 1.1. Introduction to the subject 1.2. Public management concept	CLO1 .1, 2.1, 3.1, 3.2	<b>Learning at home:</b> N make research before document Chapter 1 <b>Classroom:</b> Preach Discussion (group discussion and class discussion)	- Evaluate the learning process, attitude, level of initiative and positivity in learning 10%
2	Chapter 2: Organization theory and management 2.1. Organizational theory 2.2. Organizational management Discussion: Which theory are you interested in? why?	CLO1 .1, 2. 1 , 3.1, 3.2	<b>Learning at home:</b> N make research before document Chapter 2 <b>Classroom :</b> Preach Discussion (group discussion and class discussion) Presentation	- Personal exercises : 20% - Group exercises, presentations 20%
3	Chapter 3: Human Resource Management 3.1. Overview of human resource management 3.2. Human resource management content Discussion: How are civil servants recruited, trained and paid in Vietnam?	CLO1. 2 , 2. 1 , 3.1 , 3.2	Learning at home: N make research before document Chapter 3 Study in class Preach Discuss	
4	Chapter 4: Public decision making 4.1. Concepts and characteristics for public decisions 4.2. Public decision-making process Case study: How was the decision to build Long Thanh airport ?	CLO 1. 1 , 2. 1, 3.1, 3.2	Learning at home: N make research before document Chapter 4 Study in class Preach Case study	
5	Chapter 5: Politics and public administration 5.1. Politic	CLO 1. 3 , 2.1,	Learning at home: N make	

	5.2. The Relationship Between Politics and Public Management Reading: The Ugly Face of Politics	3.1, 3.2	research before document Chapter 5 Study in class Preach Group presentations 1
6	Chapter 6: Intergovernmental relations 6.1. Overview of Intergovernmental Relations 6.2. Intergovernmental relations Case study: How Vietnam copes with its neighbors	CLO 1.3, 1.4, 2.3, 3.1, 3.2	Learning at home: N make research before document Chapter 6 Study in class Preach Group presentations 2
7	Chapter 7: Doing work in the public sector 7.1. Work execution and work performance results 7.2. Public Sector Conducting Discussion: How is the Government assessed in Vietnam?	CLO 1.2, 1.3, 1.4, 2.2, 3.2	Learning at home: N make research before document Chapter 7 Study in class Preach Group presentations 3
8	Chapter 8: Program Evaluation 8.1. Overview of program evaluation 8.2. Tools, methods, program evaluation processes	CLO 1.2, 2.3, 3.1, 3.2	Learning at home: N make research before document Chapter 8 Study in class Preach Group presentations 4
9	Chapter 9: Public budget 9.1. Overview of the public budget 9.2. Public budget preparation process State budget in Vietnam is like?	CLO 1.3, 1.4, 2.1, 2.2, 3.1, 3.2	Learning at home: N make research before document Chapter 9 Study in class Preach Group presentations 5

10	Chapter 10: Public sector leadership 10.1. Leadership and leader 10.2. Public Sector Leadership Discussion: Who is your favorite leader and why?	CLO 1.3 , 2.1, 2.2, 3.1, 3.2	Learning at home: N make research before document Chapter 10 Study in class Preach Group presentations 6	
11	Chapter 11: Ethics and public management 11.1. Ethical and ethical management 11.2. Ethics in the public sector Discussion: Corruption in Vietnam	CLO 1.4 , 2.2, 3.1, 3.2	Learning at home: N make research before document Chapter 11 Study in class Preach Group presentations 7	
12	Chapter 12: Technology and Public Management Course evaluation	CLO 1.1, 2.1, 2.2, 3.1, 3.2	Learning at home: N make research before document Chapter 12 Study in class Preach Group presentations 8	
13	Examination at the end of the period	All CLOs of the set	Examination: 90 minutes	Essay test : 50%

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students / students are responsible for attending all classes. In case of absence from school due to unavoidable 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.

- 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)**