MINISTRY OF EDUCATION AND TRAINING

**LAC HONG UNIVERSITY**

**COURSE OUTLINE**

**<100003 – FUNDAMENTALS MANAGEMENT>**

##  GENERAL INFORMATION

| Course name (Vietnamese): | Quản trị học |
| --- | --- |
| Course name (English): |  Fundamentals Management |
| Course ID: | 100003 |
| Types:  | Fundamentals of major |
| Faculty/Department: | Administration – International Economics |
| Main Lecturer: | Master Tran Thi My HuongEmail: huongttm@lhu.edu.vn |
| Lecturer participating in: | Master Ta Thi Thanh HuongEmail: huongttt@lhu.edu.vn Master Hoang Thi Thanh ChungEmail: chunghtt@lhu.edu.vn |
| Number of credits: | 3  |
| Theory:  | 3 periods |
| Practice:  | 0 periods |
| Exercise:  | 0 periods |
| Specialty: | *Obligatory to students in major* |
|  |  |

1. **COURSE DESCRIPTION**

This course provides students basic information about management, management skills, organizational culture, the development of management theories, management functions (Planning, Organizing, Leading and Controlling); managing an organization. This course also gives a complete view about management functions, processes, principles to establish and maintain a successful organization.

1. **COURSE LEARNING OUTCOMES**

**Table 1: Course Learning Outcomes (CLOs)**

| **Course Learning Outcomes (CLOs)** | **Course Learning Outcomes Content**  | **Bloom domain/Bloom level** | **Program Learning Outcomes PLOs/SOs/PI (\*)**  |
| --- | --- | --- | --- |
| CLO1 | Applying the managerial functions of organizations to solve the practical situation | Knowledge (3) | PLO1 (PI1.2) |
| CLO2 | Using every managerial function in the enterprises | Skills (3) | PLO5 (PI5.1) |
| CLO3 | Obeying the ethical standards of a manager  | Attitude (2) | PLO7 (PI7.2) |

|  | **4. COURSE CONTENT, LESSON PLAN** |
| --- | --- |

**Table 2: Course Content, Lesson Plan**

| **Week** | **Lesson/****Chapter**  | **Name/Chapter**  | **Lesson Learning Outcomes (LLO)** | **Lecture and Study activities** | **Teaching methods** | **Assessment methods** | **References (\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Chapter 1 | **The overview of management**1.1. Concepts and essences of management, administrator1.2. Organizational cultures and managerial enveironments. | LLO1.1 | **Presenting the** concepts and essences of management, administratorOrganizational cultures and managerial environments | **In class:** - Lecturer introduces the course overview, regulations and study goals.- Lecture teaches the overview of fundamentals management and the culture, environment of the organization **At home:**Students learn about organizational cultures within the specific enterprises | + Lecture+ Didactic questioning  | + Short answer test | **[1], [2]** |
| 2 |  | **1.3 The development of managerial science** | LLO1.2 | Generalization of Quantitative School of Management | **In class:** + Lecturer teaches the Quantitative School of Management- Lecturer answer students’ questions **At home:**Students learn about the Quantitative School of Management within the specific enterprises | + Lecture+ Didactic questioning  | + Short answer test  | **[1], [2]** |
| 3 |  | **1.4 Mangerial environment** 1.4.1 The internal environment 1.4.2. The external environment | LLO1.3 | **Applying** theorganization's environment, analyzing the internal environment | **At home:**- Students read the prepared documentation of Chapter uploaded on LMS- Students learn about the content before the lesson **In class:** - Lecturer answers students’ questions- Asks students to discuss the analysis of internal environments to specific organizations | + Discussion |  Short answer test  | **[1], [2]** |
| 4 | Chapter 2 | **Administrators**2.1. Concepts and roles of an administrator2.2. Levels of administrators2.3. The essential skills of a administrator2.3.1. Professional skills2.3.2. Personnel skills2.3.3 Thinking skills | LLO2.1 | **Applying** skills of an administrator to solve practical situations in an organization | **At home:**- Students read the prepared documentation of Chapter 2 uploaded on LMS- Students learn, solve given practical situation by the lecturer**In class:** - Lecturer answer students’ questions - Each group solve the situation provided by the lecturer Answering questions of the critical group, the others and lecturer  | - Case Studies- Discussion | + Presentations | **[1], [2]** |
| 5 |  | **2.4. Responsibilities and morals of the administrator**2.4.1. Responsibilities of the Administrator2.4.2 The morality of the administratorManagement information and decisions | LLO2.2 | **Clarifying** the responsibilities and morals of the administrator | **At home:**- Students read the prepared documentation of Chapter 2 uploaded on LMS- Students learn, solve given practical situation by the lecturer**In class:** - Lecturer answer students’ questions- Each group solve the situation lecturer provided by the lecturer. Answering questions of the critical group, other groups and the lecturer | - Case Studies- Discussion | + Presentations | **[1], [2]** |
| 6 | Chapter 3 | **Management information and decisions** 3.1. Management information3.2. Management decisions3.3. Initiating management decisions3.3.1. Management decision-making process3.3.2. Management decision-making methods3.3.3 Factors influencing management decision-makingplanning function | LLO3 | **Applying** decision-making methods and decision processes to solve problems within an organization | **At home:**- Students read the prepared documentation of Chapter 3 uploaded on LMS- Students learn, solve given practical situation by the lecturer**In class:** - Lecturer answer students’ questions - The situation-solving teams provided by the lecturer are based on the use of decision-making methods and decision-making processes to solve problems within the organization. Answering questions from the critical group, other groups and the lecturer | - Discussion - Case Studies | + Presentations | **[1], [2]** |
| 7 | Chapter 4 | **Planning Function**4.1. Concepts, role and classification of planning 4.2. Planning process4.3. Strategic and operational planning | LLO4 | **Identify** the planning process; strategic plan and business plan | **At home:**- Students read the prepared documentation of Chapter 4 uploaded on LMS and learn about planning issues asked by the lecturer**In class:** - Lecturer answer students’ questions, gives situation to students to solve in groups  | - Discussion - Case Studies | + Presentations | **[1], [2]** |
| 8 | Chapter 5 | **Organizing function**5.1. Concepts and role of the organization5.2. Organizational structure5.3. Authority5.4. Organizational culture | LLO5 | **Applying** the organizational functionality to business administration activities | **At home:**- Students read the prepared documentation of Chapter 5 uploaded on LMS- Students learn, solve given practical situation by the lecturer**In class:** - The lecturer’s situation-solving teams are based on the application of organizational functions to specific enterprises. Answering questions from the critical group, other groups and the lecturer | - Case Studies- Discussion | + Presentations | **[1], [2]** |
| 9 | Chapter 6 | **Leading function**6.1. Concepts and principles of leadership6.2. Leadership Style6.3. Motive6.4. Team Leader6.5. Conflict Management Inspection Function | LLO6 | **Choosing** a leadership style to deal with practical situations | **At home:**- Students read the prepared documentation of Chapter 6 uploaded on LMS**In class:** Lecturer provides students a video of leadership situations in the organization - Discussing about: “Among the leardership styles, which is considered to be the best, applied in every situation? ” |  Discussion | + Short answer test  | **[1], [2]** |
| 10 | Chapter 7 | **Controlling function**7.1. Concept, nature and role of controlling function7.2. Contents and requirements of controlling function | LLO7.1 | **Reminding** the content and requirements of the test | **At home:**- Students read the prepared documentation of Chapter 7 uploaded on LMS- Students learn about the content before the lesson **In class:** Asking students to discuss to evaluate the requirements of controlling function | - Discussion  | + Short answer test  | **[1], [3]** |
| 11 |  | **7.3 Testing process** 7.3.1. Preparation for the test 7.3.2. Collecting and analyzing information related to the subject 7.3.3. Comparison, showing the contrast of facts with standards 7.3.4. Identify deviations and causes of deviations 7.3.5. Conclusions, recommendations and publication of results 7.4. Forms and techniques of testing | LLO7.2 | **Checking** the performance of specific business tasks | **At home:**- Students read the prepared documentation of Chapter 7 uploaded on LMS- Students learn about the content before the lesson **In class:** Asking students to discuss to evaluate the controlling process in organizations | - Discussion | + Short answer test  | **[1], [3]** |

| **4.** | **MAPPING OF LESSON AND COURSE LEARNING OUTCOMES** |
| --- | --- |

**Table 3: Mapping of Lesson and Course Learning Outcomes**

| **Lesson Learning Outcomes** | **Course Learning Outcomes** | **Evaluation Component** |
| --- | --- | --- |
| **CLO1** | **CLO2** | **CLO3** |
| **LLO1.1** | X |  |  | A1, A2, A3 |
| **LLO1.2** | X |  |  | A1, A2, A3 |
| **LLO1.3** | x |  |  | A1, A2, A3 |
| **LLO2.1** | x |  |  | A1, A2, A3 |
| **LLO2.2** |  |  | x | A1 |
| **LLO3** | x |  |  | A1, A2, A3 |
| **LLO4** |  | x |  | A1, A2 |
| **LLO5** | x |  |  | A1, A2, A3 |
| **LLO6** |  |  | X | A1 |
| **LLO7.1** |  | X |  | A1, A2 |
| **LLO7.2** |  | X |  | A1, A2 |

|  | **5. COURSE ASSESSMENT** |
| --- | --- |

**Table 4: Course assessment**

| **Evaluation Component** | **Assessment** | **CLOs**  | **Percentage (%)**  |
| --- | --- | --- | --- |
| A1. Process | - Participating in lesson construction - Class exercises- Discussion, Role play in groups | CLO1, CLO2, CLO3 | *30%* |
| A2. Midterm | - Test | CLO1, CLO2 | *30%* |
| A3. Final  | - Doing test on papers | CLO1 | *40%* |

| **6.** | **COURSE REQUIREMENTS AND EXPECTATIONS** |
| --- | --- |

- Attendance: Obeying the regulations.

- Students have to read the given study documentation by the Lecturer before every lesson on the online learning system (LMS - learn.lhu.edu.vn).

- Students who answer short questions in class will be given bonus marks for the students’ process.

- Finishing given group discussions according to the Lecturer's regulations.

| **7.** | **STUDY REFERENCES** |
| --- | --- |

**Textbook**

[1] [Tran Duc Thuc](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/Tr%E1%BA%A7n%20D%E1%BB%A5c%20Th%E1%BB%A9c), [Nguyen Van Thuy](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/Nguy%E1%BB%85n%20V%C4%83n%20Th%E1%BB%A5y), [Truong Dinh Thai](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/Tr%C6%B0%E1%BB%9Dng%20%C4%90%C3%ACnh%20Th%C3%A1i), [Ho Thien Thong Minh](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/H%E1%BB%93%20Thi%E1%BB%87n%20Th%C3%B4ng%20Minh) (2021), *Giao trinh quan tri hoc,* NXB Tai chinh

**References**

[1] Nguyen Thi Lien Diep (2022), Quan tri hoc, NXB Tai Chinh

[2] James H. Donnelly, Vu Trong Hung, Phan Thang (2008), *Quan tri hoc*, NXB Lao dong xa hoi, 2008

[3] Luu Dan Tho (2014), “*Quan tri hoc trong xu the hoi nhap: nhung van de cot yeu cua quan ly*” NXB Bo Tai Chinh.

| **8.** | **SOFTWARE OR SUPPORTING EQUIPMENTS FOR PRACTICE** |  |
| --- | --- | --- |

- Internet

- Google Chrome

**General rules:**

| **Abbreviation** | **Description** |
| --- | --- |
| **PLO/SO** | Program Learning Outcomes/Standard Outcomes  |
| **PI** | Performance Indicators  |
| **CLO** | Course Learning Outcomes |
| **LLO** | Lesson Learning Outcomes |

| **Head of Major/ Head of Faculty**(sign and write full name) | Dong Nai, 2024**Responsible Lecturer**(sign and write full name)Tran Thi My Huong  | … năm 2024Giảng viên ra đềTrần Thị Mỹ Hương |
| --- | --- | --- |