MINISTRY OF EDUCATION AND TRAINING	THE SOCIALIST REPUBLIC OF VIETNAM
NATIONAL ECONOMICS UNIVERSITY	Independence - Freedom - Happiness
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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 hệ thống giáo dục***
- *Course title (English):*   ***Education System Management***
- *Course code:*   ***EPMP1117***
- *Knowledge group:*   ***Professional Education***
    (Major's knowledge)
- *Credit:*   ***3***
- *Prerequisite courses:*   ***Essentials of Management***

1. THE DEPARTMENT IN CHARGE: Social Management

2. DESCRIPTION

The module provides the basic knowledge and skills about the education system and school management to help learners make appropriate decisions in education.

3. REFERENCES

- Textbooks:

Mai Ngoc Anh (2019), Education Management Curriculum, National University of Economics and Business Publishing House

- Other references:

Spring Joel (200 6), American Education, USA. Mc Graw Hill Higher Education, 3 23 P

5. COURSE OBJECTIVES:

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Understand and analyze educational concepts and education system; Understand and describe the teaching and learning process, the educational management apparatus of the state;	KT3	3

	Understand the principles of building and organizing the training program		
G2 (Skill)	Exactly presenting the state educational management system in English; Implementation of the steps to develop the training program; Building solutions to improve teaching activities in English	KN1 KN5	3 3
G3 (Level of autonomy and responsibility)	have the ability to self-study to serve the work; Responsible, cooperative, autonomous at work; take responsibility for work results.	NTC2	4

6. COURSE LEARNING OUTCOME

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understand and analyze educational concepts and the education system	3
	CLO1.2	Understand and describe the teaching and learning process	2
	CLO1.3	Understand and analyze the educational management apparatus of the state	3
	CLO1.4	Understand the principles of building and organizing the training program	2
G2 (Skill)	CLO2.1	Exactly presenting the educational management system of the state in English	2
	CLO2.2	Implementation of the steps to develop the training program	3
	CLO2.3	Building solutions to improve teaching activities in English	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 responsibility, cooperation, autonomy at work; take responsibility for 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 1 2		- Full class participation level. - The level of lesson preparation from home (fully, thoroughly) - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in questioning with lectures of lecturers (number of times and question quality)	10%
Mid-term review	Chapters 1, 2, 3, 4, 5	Weeks 4, 5	CLO 1.1, 1.2, 2.1, 2.2, 3.1, 3.2	The level of 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	Chapter 6	Weeks 10, 11, 12,	CLO 1.3, 1.4, 2.3, 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-	Chapters	Week	All CLOs	The level of completion of the	50%

| term evaluation | 1, 2, 3, 4, 5, 6 | 13 | | personal essay at the end of the semester (the quality of the test is linked to the level of knowledge gain, skills, and the degree of autonomy and responsibility of the module outcome standards) | |

* The course uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Chapter 1. School as a social system 1.1. General introduction about the subject and how to evaluate 1.2. Trends and perspectives on the education system	CLO1.1, 2.1, 3.1, 3.2	Learning at home: read Chapter 1 Classroom: Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session	Evaluate the learning process, attitude, level of initiative, and positivity in learning 10% -Personal exercises: 20% - Group exercises, presentations 20%
2	Chapter 1. School as a social system 1.3. Overview of the school system 1.4. Key elements of the school system	CLO1.1, 2.2, 3.1, 3.2	Learning at home: read Chapter 1 Study in class Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session	
3	Chapter 2: Learning and teaching 2.1. Study 2.2. Teaching	CLO 1.2, 2.3, 3.3	Learning at home: read Chapter 2 Study in class Lecture: 3 sessions Discussion: 1 session	

4	Chapter 3: Government and Education 3.1. Educational management functions of the state 3.2. State educational structure system 3.3. State educational institutions	CLO1. 3 , 2.1 , 3.1, 3.2	Learning at home: read Chapter 3 Study in class Lecture: 2 sessions Case study: 2 sessions	
5	Group presentations		Study at home: Study groups, prepare group exercises Classroom: Group presentation: 4 sessions	
6	Chapter 4: Organization of local schools 4.1. Local school organization 4.2. Local School Board of Education 4.3. Local school administrators 4.4. School principal	CLO1.3 , 2.1 , 3.1, 3.2	Learning at home: read Chapter 4 Classroom : Lecture: 4 sessions	
7	Chapter 5: Development and organization of training programs 5.1. Training program concept 5.2. Approaches to the training program 5.3. Training program development	CLO1.4, 2.2, 3.1, 3.2	Learning at home: Read Chapter 5 Classroom: Lecture: 4 sessions	

8	5.4. Parts of the training program 5.5. Training program organization and change management		Learning at home: Read Chapter 5 Classroom: Lecture: 4 sessions	
9	Discuss Mid-term test		Classroom: 4 sessions	
10	Chapter 6: Analyzing and improving teaching activities 6.1. Teacher style 6.2. Teacher interaction 6.3. Teacher Characteristics	CLO1.4 , 2.3 , 3.2	Learning at home: Read Chapter 6 Study in class Lecture: 3 sessions Discussion: 1 sessions	
11	Chapter 6: Analyzing and improving teaching activities 6.4. The influence of the teacher 6.5. Teacher's working environment 6.6. Teacher evaluation	CLO1.4 , 2.3 , 3.1, 3.2	Learning at home: Read Chapter 6 Study in class Lecture: 3 sessions Discussion: 1 sessions	
12	Discuss Content system	All CLOs	Study in class Discussion: 1 sessions Lecture: 3 sessions	
13	Examination at the end of the course	All CLOs	Examination: 90 minutes	Essay test: 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students/students are responsible for attending all classes. There must be sufficient and reasonable proofs in case of absence from school due to force majeure reasons.

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

- Students who miss more than 20% of the subject's lessons will be considered as not complete the course and have to enroll again.

Students who submit individual and group assignments late compared with the instructors' prescribed time 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 teachers direct feedback about the module's content, 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 evaluate students' learning results. Students can communicate with lecturers in class, during office hours, or via email. The valuable student feedback contributes to improving 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.

- Not make noise affects others in the learning process.

- Not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date   Month   Year 20

DEAN OF FACULTY   **PRINCIPAL**

(Signed)   **(Signed)**