
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 2**
- *Course title (English):* **English 2**
- *Course code:* **EPMP1125**
- *Knowledge group:* **General Education**
- *Credit:* **4**
- *Prerequisite courses:* **English 1**

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

This course provides the knowledge about the language to improve the English level. In addition, this course also provides several basic definitions and knowledge about management and public policy in English.

4. REFERENCES

- Required textbooks:** This course do not uses the specific textbooks but also collect information from many resources that is includes:
- Fiona Talbot. (2016). *How to write...Effective Business English*. Kogan Page
 - Muriel Harris. (2006). *Student guidebook to proper citation in APA style*. USA: Pearson Custom Publishing.
 - Handout

5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G2 (Skill)	Using popular English terminologies of economics, management and public management exactly in study and communication, enable to finish the English project with relevant sectors to deal-with a	KN5	4

	problem that students interest, show the results in a report (maximum 10,000 words) and a present (within 15 minutes). In addition, students are able to control the task, adapt to team work environment, and improvise the situations of presentation.		
G3 (Level of autonomy and responsibility)	Becoming global citizen	NLTC1	4

6. COURSE LEARNING OUTCOME:

Goal	CLO (CLO _{x.x})	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO1.1	Using popular English terminologies of economics, management and public management exactly in study and communication.	3
	CLO1.2	Have analysis skill to finish an English project in the relevant sectors to deal- with a problem that student's interest.	4
	CLO1.3	Enable to show the results in a report (maximum 10,000 words) and a presentation (within 15 minutes), satisfy the standards in academic communication and business.	3
	CLO 1.4	Able to control the task, adapt to teamwork environment, cope well with the presentation situation.	4
G3 (Level of autonomy and responsibility)	CLO2.1	Becoming 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		From week 1 to week 12	CLO 1.1, CLO 1.2, CLO 1.4, CLO 2.1	<ul style="list-style-type: none"> - 80%/ 100% Class attendance - Level of preparing lecture at home (fulfill and carefully) - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in asking question (number of times and quality of questions) 	10%
Mid-term review	The individual test with the multiple question and short answer question related to topic 1 to 7	Week 8	CLO 1.1, CLO 1.2, CLO 1.4, CLO 2.1	The level of completion of the individual test (on time, the quality of the assignment is associated with the level of knowledge, skills and self-control capacity of the module outcome standards)	20%
Mid- term review	A report with 10,000 words about the team project. A group presentation in 15 minutes about the result of the project	Week 14 & 15	CLO 1.1, CLO 1.2, CLO 1.3, CLO 1.4, CLO 2.1,	The level of completion of group assignments, presentations (on time, quality of content and presentations, response to questions of lecturers and classes is associated with the level of knowledge, skills, and self-responsibility	20%

				capacity. of course, output standards)	
End-of-term evaluation	The test in 90 minutes		CLO 1.1, CLO 1.2, CLO 1.3, CLO 1.4, CLO 2.1,	The level of completion of the individual test at the end of the term (The quality of the test is linked to the attainment of knowledge, skills and the ability to autonomy and take responsibility of the module outcome standards)	50%

* 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 Syllabus, material, and course instructions	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance Teaching and learning in class Lecture: 3 sessions Discuss (group discussion and class discussion): 1 session	Evaluate the attitude, process, the level of activation in study: 10% Presentation : 20% Discussion: 20%
2	Type of organization and working method (Organizing Types & Working Methods)	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance about topic 2 Teaching and learning in class Lecture: 3 sessions Students present 2 sessions	

			Discuss (group discussion and class discussion): 1 session
3	Business Ethics & Work Problems	CLO1.1, CLO1.2, CLO2.3, CLO3.1, CLO3.2	<p>Study at home: Read materials at home in advance about topic 3</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p> <p>Discuss (group discussion and class discussion): 1 session</p>
4	(Management Styles)	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<p>Study at home: Read materials at home in advance about topic 4</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p> <p>Discuss (group discussion and class discussion): 1 session</p>
5	Recruitment & Training	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<p>Study at home: Read materials at home in advance about topic 5</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p> <p>Discuss (group discussion and class discussion): 1 session</p>

6	Employer-Employee Relations	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<p>Study at home: Read materials at home in advance about topic 6</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p> <p>Discuss (group discussion and class discussion): 1 session</p>
7	Innovation & Invention Review for mid-term test	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<p>Study at home: Read materials at home in advance about topic 7. Preparing questions about previous topic</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p> <p>Discuss (group discussion and class discussion): 1 session</p>
8	Midterm Test	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Exam at class
9	Feedback Business Cultures & Cross-Cultural Communication	CLO1.1, CLO1.2, CLO1.4, CLO2.1	<p>Study at home: Read materials at home in advance about topic 7. Preparing questions about previous topic</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Students present 2 sessions</p>

			Discuss (group discussion and class discussion): 1 session	
10	Negotiations	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance about topic 10. Teaching and learning in class Lecture: 3 sessions Discuss (group discussion and class discussion): 1 session	
11	Time & Stress Management E-Business	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance about topic 11. Teaching and learning in class Lecture: 3 sessions Discuss (group discussion and class discussion): 1 session	
12	E-Business	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance about topic 12. Teaching and learning in class Lecture: 3 sessions Discuss (group discussion and class discussion): 1 session	
13	Presentation planning and design	CLO1.1, CLO1.2, CLO1.4, CLO2.1	Study at home: Read materials at home in advance about topic 13. Teaching and learning in class Lecture: 3 sessions	

			Discuss (group discussion and class discussion): 1 session	
14	Group Presentations	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1,	Study at home: Preparing for group presentations Teaching and learning in class Presentation: 4 sessions	
15	Plus extra time for presentations	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1	Study at home: Preparing for group presentations Teaching and learning in class Presentation: 3 sessions Lecture: Review the knowledge and evaluate the grade.	
	Final Exams	CLO1.1, CLO1.2, CLO1.3, CLO1.4, CLO2.1	Study at class Test: 90 minutes	Test with multiple choice and essay: 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 force majeure 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.

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 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)