MINISTRY OF EDUCATION AND TRAINING
NATIONAL ECONOMICS UNIVERSITY

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

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): Hệ thống thông tin quản lý
- Course title (English): Management Information Systems
- Course code: EPMP1129
- Knowledge group: Professional educational Basic knowledge
- Credit: 3
- Prerequisite modules: Basic informatics

2. DEPARTMENT IN CHARGE: Economics Management

3. DESCRIPTION

The goal of this course is to introduce the basics of Management Information Systems. These will be extremely useful foundations for the future careers of students from different disciplines after graduation. This course helps students understand how information systems to support managers in operational decision-making and how information systems support businesses achieve strategic of business under harshly competitive business environment today. The module also gives students skills using computers to solve business problems.

The main topics will be covered as follows:

- Basic information management system
- Technologies applied in information systems
- Information systems supporting operations
- Information systems to support management
- Strategies for implementing information technology solution

4. REFERENCES

- Grauer, Keith., Mast, Keith and Poatsy, Mary Anne. 2011, Microsoft Office Access 2010 Comprehensive.
- James A. O'Brien, George M. Marakas. 2011, Management Information Systems, 7 / E, McGraw-Hill.

Other documents:

- Carol V. Brown, Daniel W. DeHayes, Jeffrey A. Hoffer, E. Wainright Martin, William C. Perkins, 2009, Managing Information Technology, Pearson Prentice Hall.
- Laudon, K. & Laudon, J. (2016), Management Information Systems - Managing the digital firm, 14th Edition, Prentice Hall Publishing House, England.
- Additional handouts, articles, and additional readings will be provided for each lesson.

5. COURSE OBJECTIVES:

Goals (Gx)	Descriptions	Program learning outcomes (PLOs)	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Understand the basic knowledge of information technology and information systems supporting management, from which it can be used to analyze information needs and raised problems of the management support system.	KT2	3
G2 (Skills)	Have skills in apply information technology tools and management information systems to analyze, write problems analysis reports and make management decisions of organizations and businesses in English	KN 5 KN 6	3 3
G3 (Level of autonomy and responsibility)	Self-study for work to create capacity to work for a lifetime. Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	NLTC 2	4

6. COURSE LEARNING OUTCOMES:

Goals	CLO (CLOx.x)	Description	Level
[first]	[2]	[3]	[4]

G1 (Knowledge)	CLO1.1	Understand basic knowledge of information technology and information systems to support management.	2
	CLO1. 2	Applying knowledge of management information systems in analyzing information needed and arised problems of the management support system.	3
G2 (Skills)	CLO2.1	Have skills in applying information technology tools and management information systems to analyze and make management decisions of organizations and enterprises.	3
	CLO2.2	Have skills in writing problems analysis reports and management decision-making in English	3
G3 (Level of autonomy and responsibility)	CLO3.1	Serious in learning and approaching new knowledge	4
	CLO3. 2	Have sense of responsibility and cooperation at work	4
	CLO3. 3	Autonomy at work, take responsibility for their own work results	4

7. COURSE ASSESSMENT

Evaluation Form	Content	Time	CLOs	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Learning process evaluation	Point class participation will be evaluated based on the participation class, contribute to building the material in class, the post test test	Week 1 to 12	CLO 3.1 , CLO 3.2, CLO 3.3	- Full class participation level. - The level of lesson preparation (fully, thoroughly) - Level of participation in answering lecturers' questions (number of times and quality of answers)	10%

	Last Chapter and compliance with the general provisions of the class described below.			- Level of participation in questioning with lectures (number of times and question quality) - The level of completing multiple choice tests at the end of the chapters	
Midterm test 1	Test on the computer on class	Week 6	CLO 2.1 , CLO 3.2, CLO 3.3	- The level of completion of the mid-term exam on the computer (on time, the quality of the assignment is associated with the level of knowledge, skills and self-control capacity of the course outcome standards)	20%
Mid-term test 2	Classes are divided into groups; Each group has from 5 to 6 members. Each group is expected to prepare a report and a presentation about the topic assigned by the teacher. Reports should be tested on	Week 12	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2, CLO 3.2 , CLO 3.3	- The level of completing group presentations (on time, quality of content and presentations, response to questions of lecturers and classes associated with the level of knowledge, skills and capacity to take autonomy and responsibility of course output standards).	20%

	Turnitin 2 days before presentation day. (topics related to the course)				
Final exam	Opened test, time 90 minutes. Stu dents are allowed to work on the final exam if attend more than 80% of the classes a nd individual assignments and two mid-term exams on time.		CLO 1.1, C LO 1.2, CL O 2.1, CL O 3.2, CL O 3.3	Theory questions, exercises on the computer. The level of completion of the final personal writing test (the quality of the exam is linked to the level of knowledge, skills and the ability to autonomy and take responsibility of the outcomes of the course)	50%

* The course uses turnitin software to assess academic integrity.

8. TEACHING PLAN

Week/ Sessioin	Content	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Introduction to the course and how to learn		**Study at home** : In advanced the material Carefully read the course description provided; Read the reference **Teaching and learning in class:** Lecture: 3 periods Divide groups and assign presentation topics to groups;	Evaluate the learning process, attitude, level of initiative and positivity in learning 10%

			Guide to doing the Management Information System project Discussion (group discussion and class discussion): 1 period	
2 - 3	Chapter 1: Basics of management information systems	CLO 1.1, CLO 2.1	**Study at home** : Prepare materials at home in advance **Teaching and learning in class:** Lecture: 3 periods Modeling practice Practice according to the lecture's instructions; Take the test at the end of chapter 1 Discussion (group discussion and class discussion): 1 period	
4 - 5	Chapter 2: Information technologies in information systems	CLO 1.2, CLO 2.1	**Study at home** : Prepare materials at home in advance **Teaching and learning in class:** Lecture: 3 periods Modeling practice Practice according to the instructor's instructions; Take the test at the end of chapter 2 Discussion (group discussion and class discussion): 1 period	
6	Midterm test 1	CLO 2.1, CLO 3.2, CLO 3.3	Take the paper test	
7 - 8	Chapter 3: Information systems to support operational	CLO 1. 2 , CLO 2. 1	**Study at home** : Prepare materials at home in advance	

			Teaching and learning in class: Lecture: 3 periods Modeling practice Practice according to the instructor's instructions; Take the test at the end of chapter 3 Discussion (group discussion and class discussion): 1 period	
9 - 10	Chapter 4 : Management support information systems	CLO 1. 2 , CLO 2. 1	**Study at home** : Prepare materials at home in advance **Teaching and learning in class:** Lecture: 3 periods Modeling practice Practice according to the instructor's instructions; Take the test at the end of chapter 4 Discussion (group discussion and class discussion): 1 period	
11	Chapter 5: Strategy for implementing information technology solutions	CLO 1. 2	**Study at home** : Prepare materials at home in advance **Teaching and learning in class:** Lecture: 3 periods Modeling practice Practice according to the instructor's instructions; Take the test at the end of chapter 5 Discussion (group discussion and class discussion): 1 period	2 mid-term tests 20% Theory questions, exercises on the computer 50%
12	Mid-term test 2	CLO 1.1, CLO 1.2,	Present and report in groups, with each student	

		CLO 2.1, CLO 2.2, CLO 3.2 , CLO 3.3	presentation for 3 - 4 minutes	
	Final exam	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2, CLO 3.2 , CLO 3.3	Openned test, time 90 minutes.	

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In any case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively read materials in advance, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who skip more than 20% of the lessons of the subject will be considered as not complete the course and have to retake the course

- Students who miss the deadline of individual and group assignments submision will receive a score of 0 for that assignment.

- Students will be randomly asked to answer questions during 12 sessions

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures through discussions with lecturers (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.

- Do not make noise, disturbing other students in the learning process.

- Do 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, doing exercises. Absolutely do not use them for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY	**UNIVERSITY PRINCIPAL**
(Signed)	**(Signed)**