

## COURSE SYLLABUS

(Training level: *Undergraduate*)

### **Course Title:**

Vietnamese Course Title: Nhập môn công tác lưu trữ

English Course Title: Introduction to archive

**Course Code:** ITA232

**Major:** Office Administration

**Version:** 2017

### **1. General information**

- Number of credits: 3 (Theory: 3; Practice: 0)

- Types of Knowledge:

General Education		Base core courses		Major core courses		Concentration courses		Others
Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Required <input checked="" type="checkbox"/>	Optional <input type="checkbox"/>	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Alternative subject of Graduation Thesis <input type="checkbox"/>

- Required courses: None

- Pre-requisite: Compiling and Issuing E-documents

- Co-requisite: Introduction to Clerical

- Facility Requirements: Classrooms with projectors

- Departments in Charge: Department of Office Administration - Faculty of Economic Information Systems

### **2. Time Allocated**

Total: 54 periods	Theory: 33 periods
	Group Discussion/Presentation: 18 periods
	Exercises/Essays/Practices: 0.
	Tests: 03 + <i>Theory Number of Tests:03</i> <i>Periods: 03</i> + <i>Practice: Number of Tests:0</i> <i>Periods: 0</i>
Self-study: 90 periods.	
Other activities: 0 period	

### 3. Lecturers' Information

No.	Lecturer name	Phone number	Email	Note
1	MSc. Dinh Thi Nguyen	0906146622	dtnguyen@ictu.edu.vn	Leader
2	MSc. Ha Van Vuong	0963818299	hvvuong@ictu.edu.vn	Member
3	MSc. Do Thi Dieu Thu	0356091799	dttdthu@ictu.edu.vn	Member

### 4. Objectives

- Equip students with basic knowledge about the theory and practice of archival work such as: Concepts, meaningful characteristics of archival documents; Position and role of archival work in social life; Contents in the Nation management of archival work and management of archival documents: Promulgation of directing documents, instructions on archival work; Building the Nation management apparatus from the Central to the local; Professional training in archival work.

The course contributes to the PLOs L1, L4, L9

### 5. Description of content and output standards:

- **Knowledge Standards:** (1) Remember ⇨ (2) Understand ⇨ (3) Apply ⇨ (4) Analyze ⇨ (5) Create.

- **Attitude Standards:** (1) Copy ⇨ (2) Self-manipulation ⇨ (3) Masterfully repeating to the norm ⇨ (4) Combining multiple activities ⇨ (5) Completely proactive

Notation CLOs	Contents	Level		PLOs
		Knoweldge	Skills	
C1	Knowledge about archival documents, characteristics, types of archival documents, and the significance of archival documents.	2		L1
C2	Knowledge about archival work, position, nature, duties, content of archival work, principles of managing archival work and archival documents, and the relationship between archival work and clerical work.	2		L1
C3	Knowledge about research objects, theoretical foundations, and methodologies of both theoretical and practical aspects of archival work.	2		L1
C4	Knowledge about the development process of theoretical and practical archival work in Vietnam.	2		L1
C5	Knowledge about the relationship between archival work and other scientific disciplines.	2		L1, L9
C6	Skills to recognize different types of archival documents to serve archival work.		2	L4

C7	Skills to observe and determine archival work in organizations, enterprises, and institutions.		2	L4
C8	Skills to identify the development of archival work during different periods.		2	L4
C9	Skills to apply scientific knowledge from various fields to solve practical archival issues.		2	L4

## 6. Reading List

### - *Main syllabus:*

[1] CVCC. TS. Phan Dinh Nham, PGS. TSKH. Bùi Loan Thuy (2015), *General Archives Theory textbook*, National University of Ho Chi Minh City Publishing House.

### - *References:*

[2] Dao Xuan Chuc, Nguyen Van Ham, Vuong Dinh Quyen, (1990), *Archives Theory and Practice*, University and Professional Education Publishing House.

[3] Hoang Le Minh, (2009), *Archives and Records Management*, Culture - Information Publishing House.

[4] Law on Archives No. 01/2011/QH13 of November 11, 2011 of the National Assembly.

[5] Decree No. 01/2013/NĐ-CP of January 03, 2013 of the Government detailing a number of articles of the Law on Archives.

## 7. Score Assessment

- Score Scale: 10-point scale.

- Components Assessment:

Evaluation Time	Components Assessment	Course Learning Outcome	Factor	Score	Weight
During the duration of the course	Attendance: (score $b_0$ )		1	$d = (b_0 + b_1 + b_2 + b_3)/4$	30%
According to the teaching plan in section 9	Test No.1: (score $b_1$ )	C1, C2, C6, C7	1		
	Test No.2: (score $b_2$ )	C3, C4, C8	1		
	Test No.3: (score $b_3$ )	C5, C9	1		
The end of the term.	Final exam	C1, C2, C3, C4, C5, C6, C7, C8, C9		$e$	70%
Final Score: ( $f$ )				$f = d \times 30\% + e \times 70\%$	

- Final exam: *Written*

## 8. Regulations for students

### 8.1. Student's duties

- Read materials and prepare for each lesson before attending class.

- Complete assigned assignments.

- Prepare the discussion content of the course.

### 8.2. Regulations on exams and academic studies

- Students must attend classes fully, ensuring at least 80% of class sessions.
- Complete the assigned tasks for the course.
- Participate in the full number of regular tests.

### 9. Teaching Plan

No.	Period	Contents	Teaching Methodology	CLOs	References
1	3 theory	<b>Chapter 1: The concept and meaning of archival documents</b> 1.1 Concept of archives 1.2. Characteristics of archives	Present; Raise and solve problems	C1, C6	[1] (03-26)
2	3 theory	<b>Chapter 1: The concept and meaning of archival documents (Continued)</b> 1.3. Types of archives 1.4. Meaning of archives	Present; Raise and solve problems	C1, C6	[1] (03-26)
3	3 Discussion	Discussion session 1	State the discussion topic; Discussing group report	C1, C6	[1] (03-26)
4	3 theory	<b>Chapter 2: Tasks and principles of archiving management</b> 2.1. The concept of storage work 2.2. Location and nature of archiving work	Present; Raise and solve problems	C2, C7	[1] (26-39) [2] (03-11) [3] (2-9) [4] (01-18) [5] (01-10)
5	3 Discussion	Discussion session 2	State the discussion topic; Discussing group report	C2, C7	[1] (26-39) [2] (03-11) [3] (2-9) [4] (01-18) [5] (01-10)
6	3 theory	<b>Chapter 2: Tasks and principles of archiving management (Continued)</b> 2.3. Duties of Archiving 2.4. Contents of the archive work	Present; Raise and solve problems	C2, C7	[1] (26-39) [2] (03-11) [3] (2-9) [4] (01-18) [5] (01-10)
7	3 Discussion	Discussion session 3	State the discussion topic; Discussing group report	C2, C7	[1] (26-39) [2] (03-11) [3] (2-9) [4] (01-18) [5] (01-10)
8	3 theory	<b>Chapter 2: Tasks and principles of archiving management (Continued)</b>	Present; Raise and solve problems	C2, C7	[1] (26-39) [2] (03-11)

		2.5. Principles of management of archives and archives 2.6. Relationship between archival work and clerical work			[3] (2-9)
		<b>Periodic Test No. 1 (Written)</b>	Test the theory	C1, C2, C6, C7	
9	3 theory	<b>Chapter 3: Research object and methodological basis of the theory and practice of archival work</b> 3.1 Research object of archival work	Present; Raise and solve problems	C3	[1] (79-104) [2] (12-21)
10	3 theory	<b>Chapter 3: Research object and methodological basis of the theory and practice of archival work (Continued)</b> 3.2 Methodological basis of the theory and methods of archival work	Present; Raise and solve problems	C3	[1] (79-104) [2] (12-21)
11	3 Discussion	Discussion session 4	State the discussion topic; Discussing group report	C3	[1] (79-104) [2] (12-21)
12	3 theory	<b>Chapter 4: The development process of archival theory and practice in Vietnam</b> 4.1. Feudal period 4.2. French colonial period (1858-1945)	Present; Raise and solve problems	C4, C8	[1] (51-61)
13	3 Discussion	Discussion session 5	State the discussion topic; Discussing group report	C4, C8	[1] (51-61)
14	3 theory	<b>Chapter 4: The development process of archival theory and practice in Vietnam (Continued)</b> 4.3. The period from 1945 to present	Present; Raise and solve problems	C4, C8	[1] (51-61)
		<b>Periodic Test No. 2 (Written)</b>	Test the theory	C3, C4, C8	
15	3 theory	<b>Chapter 5: Relationship between archival work and other sciences</b> 5.1. Historical Science 5.2. Historical studies 5.3. Academic Texts	Present; Raise and solve problems	C5, C9	[1] (104-111)

16	3 theory	<b>Chapter 5: Relationship between archival work and other sciences</b> (Continued) 5.4. Academic announcement 5.5. Some branches of Natural Science 5.6. School Information	Present; Raise and solve problems	C5, C9	[1] (104-111)
17	3 Discussion	Discussion session 6	State the discussion topic; Discussing group report	C5, C9	[1] (104-111)
18	3 theory	<b>Chapter 5: Relationship between archival work and other sciences</b> (Continued) 5.7. School Museum 5.8. History and organization of the apparatus Government	Present; Raise and solve problems	C5, C9	[1] (104-111)
		Periodic Test No. 3 (Written)	Test the theory	C5, C9	

**10. Competent Authority Approval:** University of Information and Communication Technology

*Jun 05<sup>th</sup>, 2017*

**Vice Rector**

**Vice of Dean**

**Vice of Department**

**Composer Team**



**Do Dinh Cuong**



**Vu Xuan Nam**



**Dinh Thi Nguyen**

**Dinh Thi Nguyen**



**Ha Van Vuong**



**Do Thi Dieu Thu**

