

COURSE SYLLABUS

(Training level: *Undergraduate*)

Course Title:

Vietnamese Course Title: Tổ chức lao động khoa học và trang thiết bị văn phòng

English Course Title: Organization of scientific labor and office equipment

Course Code: OSE331

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 type="checkbox"/>	Optional <input type="checkbox"/>	Required <input checked="" type="checkbox"/>	Optional <input type="checkbox"/>	Alternative subject of Graduation Thesis <input type="checkbox"/>

- Required courses: None

- Pre-requisite: Administration Science

- Co-requisite: None

- Facility Requirements: The lecture hall is equipped with a projector

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

2. Time Allocated

Total: 54	Theory: 33 periods
	Discussion/ Group 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. Bui Quynh Trang	0972316426	bqtrang@ictu.edu.vn	Leader
2	MSc.Dinh Thi Nguyen	0906146622	dtnguyen@ictu.edu.vn	Member

No.	Lecturer name	Phone number	Email	Note
3	MSc. Do Thi Dieu Thu	0356091799	dtdthu@ictu.edu.vn	Member

4. Objectives

Provide learners with basic knowledge about scientific labor organization theory such as theoretical basis, concepts, purposes, meaning and measures of labor organization; basic knowledge about the role of equipment for the operation of the agency's office and the relationship between the development of science and technology, the system of office equipment.

The course contributes to the PLOs L1, L4, L6.

5. Description of content and course learning outcome:

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

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

Notation CLOs	Contents	Level		PLOs
		Knoweldge	Skills	
C1	Understand the concepts, purposes, significance, principles, and forms of scientific labor organization in organizations.	2		L1
C2	Apply methods and forms of job management; labor allocation and cooperation; labor standards; training and development of human resources in organizations.	3		L1
C3	Use office equipment in organizations.	3		L1
C4	Choose forms of job management in the agency.	3	3	L4
C5	Implement labor allocation and cooperation; labor standards; training and development of human resources in organizations in the agency.	3	3	L4
C6	Perform the functions of office equipment and taking notes during the usage process.	3	3	L6

6. Reading List

Main Syllabus:

[1] Nguyen Tiep, (2011), *Labor Organization textbook*, Labour and social publisher company limited, Ha Noi.

[2] Nguyen Huu Tri (2005), *Office Management*, Science and Technology Publishing House, Ha Noi

- References:

[3] National Academy of Public Administration, (2009), *Office Administration in State Agencies*, Science and Technics Publishing House

[4] Nguyen Huu Than, (2008), *Human resource management*, Labour and social publisher company limited, Ha Noi.

[5] Nguyen Thanh Do, Nguyen Ngoc Diep, Tran Phuong Hien, (2012), *Office Management textbook*, National Economics University Publishing House.

7. Score Assessment

- Score Scale: 10.

- 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	1		
	Test No.2: (score b_2)	C2, C4, C5	1		
	Test No.3: (score b_3)	C3, C6	1		
The end of the term.	Final exam	C1, C2, C3, C4, C5, C6		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	<p>Chapter 1: Overview of Scientific Labor Organization</p> <p>1.1. Definition of Scientific Labor Organization</p> <p>1.2. Purpose and Responsibilities of</p>	Present ; Raise and solve problems	C1	<p>[1] (1-27)</p> <p>[2] (34-60)</p> <p>[3] (16 – 18)</p>

No.	Period	Contents	Teaching Methodology	CLOs	References
		Scientific Labor Organization			
2	3	Chapter 1: Overview of Scientific Labor Organization (Continued) 1.3. Principles of Scientific Labor Organization.	Present ; Raise and solve problems	C1	[1] (27-30) [2] (66-69)
3	3 (discussion)	Discussion topic 1.	State the discussion topic; Discussing group report	C1	[1] (1-30) [2] (34-60)
4	3	Chapter 1: Overview of Scientific Labor Organization (Continued) 1.4. Forms of Labor Organization.	Present ; Raise and solve problems	C1	[2] (34-60)
5	3	Chapter 1: Overview of Scientific Labor Organization (Continued) 1.5. The Necessity of Labor Organization in State Administrative Agencies.	Present ; Raise and solve problems	C1	[1] (56 - 69) [2] (34-63)
6	3 (discussion)	Discussion topic 2.	State the discussion topic; Discussing group report	C1	[1] (56 - 69) [2] (34-63)
7	3	Chapter 2: Fundamental Contents of Scientific Labor Organization in State Administrative Agencies 2.1. Building a Rational Organizational Structure 2.2. Organizing Workplace Layout.	Present ; Raise and solve problems	C2	[2] (34-63) [2] (64 -83)
		Test No. 1 (Written)	Test the theory	C1, C2	[1] (1-30) [1] (535-546) [2] (34-69)
8	3	Chapter 2: Fundamental Contents of Scientific Labor Organization in State Administrative Agencies (Continued) 2.3. Improving Work Equipment 2.4. Improving Methods and Forms of Work Management	Present ; Raise and solve problems	C2, C4	[1] (149-178); [2] (19-35); [5] (32-40)

No.	Period	Contents	Teaching Methodology	CLOs	References
		2.4.1. Improving Methods of Work Management 2.4.2. Improving Forms of Work Management.			
9	3 (discussion)	Discussion topic 3.	State the discussion topic; Discussing group report	C2, C4	[1] (149-178) [2] (19-35)
10	3	Chapter 2: Fundamental Contents of Scientific Labor Organization in State Administrative Agencies (Continued) 2.5. Work Assignment and Collaboration 2.5.1. Work Assignment 2.5.2. Work Collaboration 2.5.3. The Relationship between Work Assignment and Collaboration.	Present ; Raise and solve problems	C2, C5	[1] (260-303) [2] (85-114)
11	3	Chapter 2: Fundamental Contents of Scientific Labor Organization in State Administrative Agencies (Continued) 2.6. Building Labor Standards 2.6.1. Definition 2.6.2. Methods for Building Labor Standards.	Present ; Raise and solve problems	C2, C5	[1] (34-44) [2] (85-114)
12	3	Chapter 2: Fundamental Contents of Scientific Labor Organization in State Administrative Agencies (Continued) 2.7. Training and Developing Human Resources.	Present ; Raise and solve problems	C2, C5	[4] (279-301)
		Test No. 2 (Written)	Test the theory	C2, C4, C5	[1] (34-44) [2] (85-114) [4] (279-301)
13	3 (discussion)	Discussion topic 4.	State the discussion topic; Discussing group report	C2, C5	[1] (75-121) [1] (278 – 303);

No.	Period	Contents	Teaching Methodology	CLOs	References
14	3	Chapter 3: Office Equipment 3.1. Concept, Role, and Requirements of Office Equipment 3.1.1. Concept 3.1.2. Role of Office Equipment 3.1.3. General Requirements for Office Equipment 3.1.4. Requirements for Users.	Present ; Raise and solve problems	C3	[1] (179-215) [2] (77-84) [5] (32-40)
15	3	Chapter 3: Office Equipment (Continued) 3.2. Using Photocopiers 3.3. Using Telephones 3.4. Using Fax Machines 3.5. Using Printers.	Present ; Raise and solve problems	C6	[2] (77-84) [5] (32-40)
16	3 (discussion)	Discussion topic 5.	State the discussion topic; Discussing group report	C3, C6	[1] (179-215) [2] (77-84) [5] (32-40)
17	3	Chapter 3: Office Equipment (Continued) 3.6. Using a scanner 3.7. Using a networked computer 3.8. Using conference equipment	Present ; Raise and solve problems	C6	[2] (77-84) [5] (32-40)
		Test No. 3 (Written)	Test the theory	C3, C6	[1] (179-215) [2] (77-84) [5] (32-40)
18	3 (discussion)	Discussion topic 6.	State the discussion topic; Discussing group report	C6	[1] (179-215) [2] (77-84) [5] (32-40)

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

June 5th, 2017.

Vice Rector

Vice of Dean

Vice of Department

Composer of Team



Do Dinh Cuong



Vu Xuan Nam



Dinh Thi Nguyen

Dinh Thi Nguyen



La Thi Quynh Mai



Bui Quynh Trang

