

## COURSE SYLLABUS

(Training level: *Undergraduate*)

### Course Title:

Vietnamese Course Title: Tổ chức quản lý công tác văn thư – lưu trữ

English Course Title: Organize and manage to clerical - archive

**Course Code:** MOA231

**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: Introduction to Clerical; Introduction to Archive

- Pre-requisite: None

- Co-requisite: None

- 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:02</i> <i>Periods: 02</i> + <i>Discussion: Number of Tests:01</i> <i>Periods: 01</i>
Self-study: 90 periods.	
Other activities: 0 period	

### 3. Lecturers' Information

No.	Lecturer name	Phone number	Email	Note

1	MSc.Do Thi Dieu Thu	0356091799	dtdtthu@ictu.edu.vn	Leader
2	MSc. Dinh Thi Nguyen	0906146622	dtnguyen@ictu.edu.vn	Member
3	MSc. Ha Van Vuong	0963818299	hvvuong@ictu.edu.vn	Member

#### 4. Objectives

- This course provides learners with basic knowledge about the organization of the apparatus and management of the Nation for clerical and archival activities in general and the organization and management of documents and archives in the agency in particular. Contents of basic knowledge about: organization of the human resources apparatus; promulgating directing documents; organizational guidelines; professional instructions; building archives; activities of examining and evaluating, etc.

The course contributes to the PLOs L1, L4

#### 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

Notati on CLOs	Contents	Level		PLOs
		Knowel dge	Knowel dge	
C1	General knowledge of clerical and archival work.	2		L1
C2	Knowledge of organize and manage to clerical - archive in agencies, organizations.	2		L1
C3	Understand the inadequacies and limitations in organize and manage to clerical - archive in agencies, organizations.	2		L1
C4	Understand solutions to enhance the effectiveness of organize and manage to clerical - archive in agencies, organizations.	2		L1
C5	Identify the organizational system for managing the clerical and archival industry in Vietnam.		2	L4
C6	Identify the department of managing clerical - archive work in agencies, organizations.		2	L4
C7	Identify the current state of organize and manage to clerical - archive in agencies, organizations.		2	L4
C8	Ability to select solutions for enhancing the efficiency of organize and manage to clerical - archive in agencies, organizations.		2	L4

## 6. Reading List

### - Main syllabus:

[1] Hoang Le Minh, (2009), *Professional Records Archives*, Culture and Information Publishing House.

### - References:

[2]. Academy of Administration, (2010), *Lecture book: Organization of the state administrative apparatus*.

[3]. Vuong Dinh Quyen, (2005), *Theory and methods of clerical work*, Hanoi National University Publishing House.

[4]. Dao Xuan Chuc, Nguyen Van Ham, Vuong Dinh Quyen, (1990), *Theory and practice of archival work*, University Publishing House and Professional Education

[5]. Law on Archives, No. 01/2011/QH13.

[6]. Decree No. 30/2020/ND-CP issued on March 5, 2020 of the Government on clerical work.

## 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, C5, C6	1		
	Test No.2: (score $b_2$ )	C1, C2, C5, C6	1		
	Test No.3: (score $b_3$ )	C3, C4, C7, C8	1		
The end of the term.	Final exam	C1, C2, C3, C4, C5, C6, C7, C8		$e$	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><b>Chapter 1: Organizing and managing clerical work in agencies and organizations</b></p> <p>1.1. Overview of clerical work and organization of clerical work management</p> <p>1.1.1. Overview of clerical work</p> <p>1.1.2. Overview of the organization and management of clerical work in agencies and organizations</p>	Present; Raise and solve problems	C1, C2	[1] (02-30) [3] (01-26)
2	3	<p><b>Chapter 1: Organizing and managing clerical work in agencies and organizations</b> (Continued)</p> <p>1.2. Legal basis for the organization and management of clerical work in agencies and organizations.</p>	Present; Raise and solve problems	C2	[1] (02-30) [6] (01-20)
3	3	<p><b>Chapter 1: Organizing and managing clerical work in agencies and organizations</b> (Continued)</p> <p>1.3. Organization of the correspondence management apparatus.</p>	Present; Raise and solve problems	C2, C5, C6	[1] (02-30) [2] (126–170)
4	3	<p><b>Chapter 1: Organizing and managing clerical work in agencies and organizations</b> (Continued)</p> <p>1.4. Responsibilities for managing and carrying out correspondence management in agencies and organizations</p>	Present; Raise and solve problems	C2	[1] (31-33) [5] (01-20)

No.	Period	Contents	Teaching Methodology	CLOs	References
		<b>Periodic Test No. 1 (Written)</b>	Test the theory	C1, C2, C5, C6	[1] (31-33) [5] (01-20)
5	3	Discussion session 1	State the discussion topic; Discussing group report	C1, C2, C5, C6	[1] (31-33) [2] (126–170) [3] (01-26) [5] (01-20)
6	3	<b>Chapter 2: Improving the effectiveness of correspondence management organization in agencies and organizations</b> 2.1. The current situation of correspondence management organization in agencies and organizations.	Present; Raise and solve problems	C3, C7	[1] (58-85)
7	3	Discussion session 2	State the discussion topic; Discussing group report	C3, C7	[1] (58-85) [2] (126–170) [3] (01-26) [5] (01-20)
8	3	<b>Chapter 2: Improving the effectiveness of correspondence management organization in agencies and organizations</b> (Continued) 2.2. Solutions to improve the effectiveness of correspondence management organization in agencies and organizations	Present; Raise and solve problems	C4, C8	[1] (58-85)
9	3	Discussion session 3	State the discussion topic; Discussing group report	C4, C8	[1] (58-85) [2] (126–170) [3] (01-26) [5] (01-20)
10	3	<b>Chapter 3: Organization of records management in agencies and organizations.</b> 3.1. Overview of records management and organization of	Present; Raise and solve problems	C1, C2	[1] (31-57) [4] (03-18)

No.	Period	Contents	Teaching Methodology	CLOs	References
		records management.			
11	3	<b>Chapter 3: Organization of records management in agencies and organizations</b> (Continued) 3.2. Legal basis for the organization of records management in agencies and organizations	Present; Raise and solve problems	C2	[1] (31-57) [5] (01-20)
12	3	<b>Chapter 3: Organization of records management in agencies and organizations</b> (Continued) 3.3. Organization of records management apparatus	Present; Raise and solve problems	C2, C5, C6	[1] (31-57) [2] (126–170) [4] (01-18) [5] (01-20)
13	3	Discussion session 4	State the discussion topic; Discussing group report	C1, C2, C5, C6	[1] (01-85) [2] (126–170) [4] (03-38) [5] (01-18)
14	3	<b>Chapter 3: Organization of records management in agencies and organizations</b> (Continued) 3.4. Responsibilities for managing and carrying out records management in agencies and organizations	Present; Raise and solve problems	C2	[1] (01-85) [5] (01-20)
		<b>Periodic Test No. 2 (Written)</b>	Test the theory	C1, C2, C5, C6	
15	3	<b>Chapter 4: Improving the effectiveness of records management organization in agencies and organizations.</b> 4.1. The current situation of records management organization in agencies and organizations	Present; Raise and solve problems	C3, C7	[1] (58-85)
16	3	Discussion session 5	State the discussion topic; Discussing group report	C3, C7	[1] (01-85) [2] (126–170) [4] (03-38) [5] (01-18)

No.	Period	Contents	Teaching Methodology	CLOs	References
17	3	<b>Chapter 4: Improving the effectiveness of records management organization in agencies and organizations</b> (Continued) 4.2. Solutions to improve the effectiveness of records management organization in agencies and organizations.	Present; Raise and solve problems	C4, C8	[1] (01-85)
18	3	Discussion session 6	State the discussion topic; Discussing group report	C4, C8	[1] (01-85) [2] (126–170)
		Periodic Test No. 3	Discussion report	C3, C4, C7, C8	[4] (03-38) [5] (01-18)

**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 Thi Dieu Thu**



**Dinh Thi Nguyen**



**Ha Van Vuong**



**Do Dinh Cuong**

**Vu Xuan Nam**

**Dinh Thi Nguyen**