

COURSE SYLLABUS
(Training level: Undergraduate)

Vietnamese Course Title: Soạn thảo và ban hành văn bản điện tử

English Course Title: Compiling and Issuing E-documents

Course Code: DIC131

Major: Office administration

Version: 2021

1. General information

- Number of credits: 03 (Theory: 2.5, Practice: 0.5).

- Type of Knowledge:

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

- Required course: None

- Pre-requisite: None

- Co-requisite: None

2. Time Allocated

Total: 53 periods	Theory: 36 periods
	Group Discussion/Presentation: 0
	Assignments/Essays/Practices: 0/0/14
	Tests: 03 + Theory: Number of Tests:02 Periods:02 + Practice: Number of Tests:01 Periods:01
	Self-study: 105 periods Other activities: 0

3. Departments in Charge: Department of Software Engineering - Faculty of Information Technology.

4. Lecturer's Information

No.	Lecturer name	Phone number	Email	Note
1	MSc. Do Thi Dieu Thu	0356091799	dtdthu@ictu.edu.vn	Leader
2	MSc. Bui Quynh Trang	0972316426	bqtrang@ictu.edu.vn	Member
3	MSc. Mach Quy Duong	0982116479	mqudong@ictu.edu.vn	Member
4	MSc. La Thi Quynh Mai	0372655712	ltqmai@ictu.edu.vn	Member

5. Facility Requirements: Having a projector in the classroom.

6. Course Description:

Equip students with basic knowledge of document drafting techniques, information technology application in drafting and promulgating management documents, including: General overview of management documents; Drafting documents on administrative work, management of business organizations, economic management of enterprises, economic contracts, civil contracts; Applying information technology in drafting and promulgating management documents.

7. Objectives

Objectives	Description	PLOs	Competency Level
G1	Summary of general knowledge about documents, state management documents, document drafting techniques and knowledge of information technology in drafting and promulgating documents.	1.4.3 1.5.1	2
G2	Interpret clerical work ensures fast, accurate and scientific.	2.1.1	2
G3	Identify documents and state regulations on drafting documents	4.2.1	2

8. Learning Outcomes

Objectives	CLOs	Description of CLOs	PLOs	Proficiency level
G1	G1.1	Edit documents on Microsoft Word software.	1.4.3	2
	G1.2	Identify the system of state management	1.5.1	2

Objectives	CLOs	Description of CLOs	PLOs	Proficiency level
		documents, understand document drafting techniques and methods of drafting some types of administrative documents.		
G2	G2.1	Explain the process of drafting and publishing documents accurately and scientifically.	2.1.1	2
	G2.2	Accurately illustrate each type of administrative management document.		
G3	G3.1	Identify the format and technique of presentation of documents in government documents.	4.2.1	2

9. Scientific ethics

Actively participate in theoretical classes in class, do exercises assigned by teachers, fully participate in practical hours in the spirit of improving self-discipline, self-control and completing regular tests. All acts of cheating in learning and assessment will be according to regulations.

10. Detailed Contents

Period	Contents	References	CLOs	Competency Level	Teaching Methodology	Assessment Methodology
1,2,3	Chapter 1: General issues about documents and state management documents					
	A/ Classroom learning content: 1.1 Text Basics 1.2 Functions of text	[1] [4] [5]	G1.2	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2	2	Guided self-study	Motivational assessment/ Combined with due diligence
4,5,6	Chapter 1: General issues about documents and state management documents (Continued)					
	A/ Classroom learning content: 1.3. The role of documents in state management activities 1.4. Classification of the system of State management documents	[1] [4] [5]	G1.2	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the	[1] [4]	G1.2	2	Guided self-study	Motivational assessment/

	content of the next lesson.	[5]				Combined with due diligence
7,8,9	Chapter 2: General problems of word processing					
	A/ Classroom learning content: 2.1. Technical concepts of text editing 2.2. Purpose and meaning of text editing 2.3. Requirements of a text editor	[1] [4] [5]	G1.2	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2	2	Guided self-study	Motivational assessment/ Combined with due diligence
10,11,12	Chapter 2: General problems of word processing (Continued)					
	A/ Classroom learning content: 2.4. Text editing process	[1] [2] [4] [5]	G2.1	2	Present; Raise and solve problems	Judging by comments; diligence
	Periodic Test No.1	[1] [3]	G1.2 G2.1	2 2	Test the theory	Judging by comments and scores
	B/ Self-study Students research and implement topics as assigned	[1] [2] [4] [5]	G2.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
13,14,15	Practice 01					
	A/ Classroom learning content: Instructor: Guide students to do the exercises in the exercise section. Students do the assigned practical exercises under the guidance of the lecturer.	[6]	G.2.1	2	State the topic; Practice introduction	Judging by comments
	B/ Self-study Complete the exercises in the advanced exercises in the workbook.	[6]	G.2.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
16,17,18	Chapter 3: Text Format					
	A/ Classroom learning content: 3.1. The concept of textual form 3.2. Text format content	[1] [3]	G3.1	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study - Students research and implement topics as assigned	[1] [3]	G3.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
19,20,21	Chapter 3: Text Format (Continued)					
	A/ Classroom learning content:	[1]	G3.1	2	Present;	Judging by

	3.2. Text format content (<i>continue</i>)	[3]			Raise and solve problems	comments; diligence
	B/ Self-study - Students research and implement topics as assigned	[1] [3]	G3.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
	Practice 02					
22,23,24	A/ Classroom learning content: Instructor: Guide students to do the exercises in the exercise section. Students do the assigned practical exercises under the guidance of the lecturer.	[6]	G3.1	2	State the topic; Practice introduction	Judging by comments
	B/ Self-study Complete the exercises in the advanced exercises in the workbook.	[6]	G3.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
	Chapter 3: Text Format (<i>Continued</i>)					
25,26,27	A/ Classroom learning content: 3.2. Text format content (<i>continue</i>)	[1] [3]	G3.1	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [3]	G3.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
	Chapter 4: Method of drafting some types of administrative documents					
28,29,30	A/ Classroom learning content: 4.1. Drafting the Decision 4.2. Drafting the Report	[1] [4] [5]	G1.2 G2.2	2 2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
	Chapter 4: Method of drafting some types of administrative documents (<i>Continue</i>)					
31,32,33	A/ Classroom learning content: 4.3. Drafting official letter 4.4. Drafting minutes	[1] [4] [5]	G1.2 G2.2	2 2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
34,35,36	Chapter 4: Method of drafting some types of administrative					

	documents (Continue)					
	A/ Classroom learning content: 4.5. Prepare report 4.6. Drafting notices	[1] [4] [5]	G1.2 G2.2	2 2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
	Practice 03					
37,38,39	A/ Classroom learning content: Instructor: Guide students to do the exercises in the exercise section. Students do the assigned practical exercises under the guidance of the lecturer.	[6]	G1.2 G2.2	2 2	State the topic; Practice introduction	Judging by comments
	B/ Self-study Complete the exercises in the advanced exercises in the workbook.	[6]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
	Chapter 4: Method of drafting some types of administrative documents (Continued)					
40,41,42	A/ Classroom learning content: 4.7. Drafting invitations 4.8. Drafting contracts	[1] [4] [5]	G1.2 G2.2	2 2	Present; Raise and solve problems	Judging by comments; diligence
	Periodic Test No.2	[1] [4] [5]	G1.2 G2.2 G3.1	2 2 2	Test the theory	Judging by comments and scores
	B/ Self-study Students' self-study before the content of the next lesson.	[1] [4] [5]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
	Practice 04					
43,44,45	A/ Classroom learning content: Instructor: Guide students to do the exercises in the exercise section. Students do the assigned practical exercises under the guidance of the lecturer.	[6]	G1.2 G2.2	2 2	State the topic; Practice introduction	Judging by comments
	B/ Self-study Complete the exercises in the advanced exercises in the workbook.	[6]	G1.2 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
	Chapter 5: Application of information technology in drafting and issuing documents					
46,47,48	A/ Classroom learning content: 5.1. General overview of software to standardize the	[6]	G1.1	2	The groups present and discuss	Judging by comments

	format and presentation techniques of administrative documents 5.2. Editing documents using the software Standardize the format and presentation techniques of administrative documents				according to the plan under the supervision of the lecturer	
	B/ Self-study - Students research and implement topics as assigned	[6]	G1.1	2	Guided self-study	Motivational assessment/ Combined with due diligence
49,50,51	Practice 05					
	A/ Classroom learning content: Instructor: Guide students to do the exercises in the exercise section. Students do the assigned practical exercises under the guidance of the lecturer.	[6]	G1.1 G2.2	2 2	State the topic; Practice introduction	Judging by comments
	Periodic Test No.3	[6]	G1.1 G2.2 G3.1	2 2 2	Practice	Judging by comments and scores
	B/ Self-study Students' self-study before the content of the next lesson.	[6]	G1.1 G2.2	2 2	Guided self-study	Motivational assessment/ Combined with due diligence
52,53,54	Chapter 5: Application of information technology in drafting and issuing documents (Continued)					
	A/ Classroom learning content: 5.2. Editing documents with Microsoft Office software	[6]	G1.1	2	Present; Raise and solve problems	Judging by comments; diligence
	B/ Self-study Review and summarize.	[1] [2] [3] [4] [5] [6]	G1.1 G1.2 G2.1 G2.2 G3.1	2 2 2 2 2	Guided self-study	Motivational assessment/ Combined with due diligence

11. Student Assessment: 10 score Scale.

11.1. Test plan:

No.	Content	Time (Period)	CLOs	Proficiency level	Assessment methods	Assessment tools	Weight %
Attendance							10
Regular Test Score							30
1	Chapter 1, 2	27	G1.2 G2.1	2 2	Written	Periodic Test No.1	10
2	Chapter 3, 4	42	G1.2 G2.2	2 2	Written	Periodic Test No.2	10

			G3.1	2			
3	Chapter 3, 4, 5	51	G1.1 G2.2 G3.1	2 2 2	Practice	Periodic Test No.3	10
Final exam							60
	Chapter 1-5		G1.1 G1.2 G2.1 G2.2 G3.1	2 2 2 2 2	Practice and Answer question	Final Examination	60

CLOs	Contents					Test Method			
	Periods 1-6	Periods 7-15	Periods 16-27	Periods 28-45	Periods 46-54	Written Assessment I	Practice and Answer question II	Practice and Answer question III	End of Course exam
G1.1					X			X	X
G1.2	X			X		X	X		X
G2.1		X				X			X
G2.2				X	X		X	X	X
G3.1			X	X	X		X	X	X

11.2 Rubric đánh giá học phần

* Rubric 1: Attendance

Criteria assessment	Weight (%)	Very good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below average (4.0-5.4)	Poor (0-3.9)
Level of participation in classes.	70	Full attendance	Absent from 1-9% of the periods	Absent from 10-15% of the periods	Absent from 16-20% of the periods	Missing 20% of periods (banned)
Activeness in lessons, self-study	30	Actively participate in questions, discussions, Complete practice exercises	Quite actively participate in asking questions, discussing, doing homework	Less actively participating in asking questions, discussing, doing homework.	The teacher's influence is required to ask questions, discuss, and do exercises.	Only attend classes but do not actively participate in asking questions, discussing, doing homework

*** Rubric 2: Periodic Test no 1.** (Time: 50 minutes; Form: Written; Total questions: 02; Score : 10)

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
1	G1.2	50	Beautiful and clear presentation. Answers satisfy 90-100% of the requirements	Clearly presented. Answers address 70 to less than 90% of the requirements	The presentation is relatively clear. Answers address between 50 and less than 70% of the requirements	The presentation is not clear. Answers address between 40 and less than 50% of the requirements	The presentation is not clear. Answers resolve less than 40% of the requirements
2	G2.1	50	Beautiful and clear presentation. Answers satisfy 90-100% of the requirements	Clearly presented. Answers address 70 to less than 90% of the requirements	The presentation is relatively clear. Answers address between 50 and less than 70% of the requirements	The presentation is not clear. Answers address between 40 and less than 50% of the requirements	The presentation is not clear. Answers resolve less than 40% of the requirements

*** Rubric 3: Periodic Test no 2.** (Time: 50 minutes; Form: Written; Total questions: 02; Score: 10)

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
1	G3.1	50	Beautiful and clear presentation. Answers satisfy 90-100% of the requirements	Clearly presented. Answers address 70 to less than 90% of the requirements	The presentation is relatively clear. Answers address between 50 and less than 70% of the requirements	The presentation is not clear. Answers address between 40 and less than 50% of the requirements	The presentation is not clear. Answers resolve less than 40% of the requirements
2	G1.2 G2.2	50	Beautiful and clear presentation.	Clearly presented. Answers	The presentation is relatively	The presentation is not clear.	The presentation is not clear.

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
			Answers satisfy 90-100% of the requirements	address 70 to less than 90% of the requirements	clear. Answers address between 50 and less than 70% of the requirements	Answers address between 40 and less than 50% of the requirements	Answers resolve less than 40% of the requirements

*** Rubric 4: Periodic Test no 3** (Time: 50 minutes; Form: Practice; Total questions: 02; Score: 10)

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
1	G2.2	40	Present the document with the proper structure for certain types of administrative documents with 90-100% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 70-90% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 50-70% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 40-50% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents meets less than 40% compliance with the requirements
2	G3.1	40	The document presentation meets 90 to less than 100% of the requirements for format and technical presentation	The document presentation meets 70 to less than 90% of the requirements for format and technical presentation	The document presentation meets 50 to less than 70% of the requirements for format and technical presentation	The document presentation meets 40 to less than 50% of the requirements for format and technical presentation	The document presentation meets less than 40 % of the requirements for format and technical presentation
	G1.1	20	Presenting a document on Microsoft Word that meets 90 to less than	Presenting a document on Microsoft Word that meets 70 to less than 90%	Presenting a document on Microsoft Word that meets 50 to less than	Presenting a document on Microsoft Word that meets 40 to less than 50% of the specified	Presenting a document on Microsoft Word meets less than 40% of the

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
			100% of the specified requirements	of the specified requirements	70% of the specified requirements	requirements	specified requirements

* **Rubric 5: Final Examination** (Time: 90 minutes; Form: Oral test; Total questions: 02; Score: 10)

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
1 (Practice)	G1.1	20	Presenting a document on Microsoft Word that meets 90 to less than 100% of the specified requirements	Presenting a document on Microsoft Word that meets 70 to less than 90% of the specified requirements	Presenting a document on Microsoft Word that meets 50 to less than 70% of the specified requirements	Presenting a document on Microsoft Word that meets 40 to less than 50% of the specified requirements	Presenting a document on Microsoft Word meets less than 40% of the specified requirements
	G2.2	20	Present the document with the proper structure for certain types of administrative documents with 90-100% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 70-90% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 50-70% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents with 40-50% compliance with the requirements	Present the document with the proper structure for certain types of administrative documents meets less than 40% compliance with the requirements
	G3.1	40	The document presentation meets 90 to less than 100% of the requirements for format and technical presentation	The document presentation meets 70 to less than 90% of the requirements for format and technical presentation	The document presentation meets 50 to less than 70% of the requirements for format and technical presentation	The document presentation meets 40 to less than 50% of the requirements for format and technical presentation	The document presentation meets less than 40% of the requirements for format and technical presentation
2 (Question and	G1.2 G2.1	20	Answer correctly and clearly meets	Answer correctly and clearly meets	Answer correctly and clearly meets	Answer correctly and clearly meets	Answer correctly and clearly meets

Criteria assessment		Weight (%)	Quality level description				
Question	CLOs		Very Good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below Average (4.0-5.4)	Poor (0-3.9)
answer)			90-100% of the requirements	70-90% of the requirements	50-70% of the requirements	40-50% of the requirements	less than 40% of the requirements

12. Reading List

A. Main Syllabus

[1] Dr. Doan Thi To Uyen, (2019), *Textbook of common administrative document drafting skills*, Hanoi Law University, Judicial Publishing House.

B. References

[2] Law on promulgation of legal documents No. 80/2015/QH13 dated June 22, 2015.

[3] Decree 30/2020/ND-CP dated March 5, 2020 of the Government on clerical work.

[4] Nguyen The Phan, (2008), *Techniques of drafting economic and business administration documents*, National Economics University Publishing House

[5] Assoc.Prof.Dr. Luu Kiem Thanh, (2012), *Document construction techniques*, Academy of Administration.

C. Software

[6]. Microsoft Word software

13. First approval date: September 11st, 2021

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

Vice Rector



Do Dinh Cuong

Vice of Dean



Truong Tuan Linh

Vice of Department



Dinh Thi Nguyen

Composer Team

Đỗ Thị Diệu Thu



Bùi Quỳnh Trang



Mạch Quý Dương



Lã Thị Quỳnh Mai

