

OUTPUT STANDARDS OF GENUINE UNIVERSITY TRAINING
PROGRAMS APPLIED TO COURSES FROM K16

*Issued together with the Decision No: 690/QĐ-ĐHCNT&TT dated June 30, 2017
of the Rector of the University of Information and Communication Technology-
Thai Nguyen University*

12. TRAINING PROGRAM

Name of training: Office Administration

Name of training major: Office Administration

Education level: Full-time university

Training period: 4 years

I. OBJECTIVES

1.1. General objective

Training bachelor's degree in Office Administration, majoring in Office Administration to have political qualities, professional ethics and good sense of organization and discipline; Have basic knowledge of administration and management; Have in-depth knowledge in the field of Administration, Organization and Office Administration; Have the ability to build, deploy and standardize business processes in the field of Administration, Organization and Office Administration; Have the ability to research, deploy and apply solutions on Information technology and Communication in the field of Administration, Organization and Office Administration; Capture and predict the development trend of office work and office administration in a modern direction, in order to meet the requirements of implementing E-government and Administrative procedure reform in our country.

1.2. Specific objective

- Have basic and in-depth knowledge in the field of administration, organization and office administration; Standardize business processes in the field of administration, organization and office administration; Propose solutions on information technology and communication in the field of administration, organization and office administration; Apply the development trend of office work and office administration in a modern direction.

- Have good health, ensure the ability to work with high intensity;
- Have full knowledge of politics, security and defense, law as required by the Ministry of Education & Training;
- Have the ability to use foreign languages for work;
- Have the necessary soft skills for work.

II. STANDARD OUTPUT

PLO Symbol	Output standards (PLOs)
L1	Have the ability to proficiently use professional skills of office work and office administration.
L2	Have the ability to think and ratiocinate politically to acquire knowledge of the Office administration major.
L3	Attain foreign language proficiency level 3/6 Vietnamese foreign language competency framework.
L4	Have the ability to flexibly and creatively apply knowledge to the practice of office work and office administration.
L5	Have the ability to effectively apply information technology to the practice of office work and office administration.
L6	Have the ability to use proficiently modern office equipment and application software programs in clerical work, archival and office administration.
L7	Have the ability to apply information technology to reform office administration and build e-government.
L8	Have the ability to communicate and present well; Ability to collect and process information, organize work; Ability to write reports, present and express; Ability to work independently and in a team in administrative work and office administration.
L9	Be aware of the need for lifelong learning, have self-study and self-research skills.
L10	Have full health, ethics, and necessary qualities to serve the cause of industrialization and modernization of the country.

III. WORKING POSITION AFTER GRADUATION

Graduates majoring in Office Administration can work in administration, office, assistant, secretarial, receptionist, clerical – archive, ... at state agencies, influential organizations, socio-professional management, social organizations, socio-economic

organizations, non-business units, and people's armed forces units, ...

Graduates majoring in Office Administration can continue studying and researching at graduate and postgraduate levels to become experts in office administration.

VICE RECTOR

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Ph.D Vu Duc Thai

**Dean of the Faculty of Economic
Information Systems**

A handwritten signature in blue ink, appearing to be 'Nguyen Van Huan', written in a cursive style.

Ph.D Nguyen Van Huan