

SYLLABUS

1. COURSE INFORMATION

1.1 Course title: **FUNDAMENTALS of MANAGEMENT**

Course code: BADM1301

1.2 Provided by: School of Advanced Study

1.3 Credits: 03

Self-study hours: 90 hours

2. COURSE OVERVIEW

This course provide in-depth understanding of the basic concepts and theories of management while exploring the manager's operational role in all types of organizations. Gain insight into the manager's responsibility in planning, organizing, leading, and controlling within the workplace. This course also mirrors the changes taking place in management practices by incorporating recent developments in management theory, research, and by providing current examples of how managers of companies large and small have responded to the changes taking place.

This is a basic course in business, student who take the Business Administration Program, Financial – Banking Program, Accountig – Auditing Program will study this course.

3. TEACHING OBJECTIVES

3.1. General objectives

- Objective 1: Describe and explain the principal of management
- Objective 2: Describe and explain requirement to become manager and able to analyze factors affect to management of the company
- Objective 3: Analyze and apply theory into pratice, including: planing, organizing, leading, controlling
- Objective 4: Apply management skills effectively, including: communication, team work, decision making and problem solving
- Objective 5: Be active and positive care of management activities, enjoy to communication, team work, take care of benefit of the organization.

3.2. Specific objectives:

3.2.1. Knowledge

- Specialized Knowledge
 - Describe and explain principal of management (Objective 1)
 - Describe and explain requirement to become manager and able to analyze factors affect to management of the company (Objective 2)
 - Analyze theory into practice, including: planning, organizing, leading, controlling (Objective 3a)
- Career expertise
 - Apply theory into practice, including: planning, organizing, leading, controlling (Objective 3b)
 - Apply management skills effectively including: communication, team work, decision making and problem solving in order to operating the company (Objective 4a)

3.2.2. Skills

- Hard Skills
 - Skills on planning, organizing, leading, controlling: design a structural organization, select plan and organize business activities, manage functional department (Objective 3c)
 - Skills on decision making, data collecting, data analyzing (Objective 3d)
- Soft Skills:
 - Skills on communication, team work, goal setting, planning, time management, presentation and public speaking in order to ensure effective performance and manager's competency (Objective 4b).

3.2.3. Attitudes

- Be active and positive care of management activities, enjoy to do management activities. Like to explain and analyse practice in the view point of manager (Objective 5a).
- Be well aware of the role of management, consider effectiveness and efficiency (Objective 5b)
- Like to communication, team work, take care of benefit of the organization (Objective 5c).

4. TEACHING CONTENTS

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
1.	Chapter 1: INTRUDUCTIO N OF MANAGEMENT	<ul style="list-style-type: none"> • Concept of management • Function of management • Management;s view of point Theory of management 	4	4			Chapter 1, 2

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
2.	Chapter 2: MANAGER	<ul style="list-style-type: none"> • Manager • Competency and personality of manager Ethics of manager 	4	4			Chapter 3, 4
3.	Chapter 3: MANAGEMENT ENVIRONMENT	<ul style="list-style-type: none"> • Management environment • Macro environment • Micro environment Internal environment 	4	4			Chapter 6
4.	Chapter 4: PLANNING	<ul style="list-style-type: none"> • Set up the goal, role and process of planning Strategy and strategic planning 	4	4			Chapter 8
5.	Chapter 5: ORGANIZING	<ul style="list-style-type: none"> • Work organizing • Organizational structure Human resource management 	4	4			Chapter 10, 12, 13
6.	Chapter 6: LEADERSHIP	<ul style="list-style-type: none"> • Introduction on leadership and leader. • Leadership model • Theory of motivation • Effective leadership 	4	4			Chapter 14
7.	Chapter 7: CONTROLLING	<ul style="list-style-type: none"> • Introduction to controlling • Controlling process Controlling system 	4	4			Chapter 11
8.	Chapter 8: DECISION MAKING	<ul style="list-style-type: none"> • Concept and process of decision making • Decision making method Factors affect to decision making 	4	4			Chapter 7
9.	Chapter 9: COMMUNICATION	<ul style="list-style-type: none"> • Information and communication • Effective communication Conflict management and negotiation 	4	4			Chapter 16, 17
10.	Chapter 10: MANAGE THE TEAM	<ul style="list-style-type: none"> • Team, development stage of team Team work managing 	4	4			Chapter 15
11	Special issues on contem	Choose 1 among those: <ul style="list-style-type: none"> - Strategy to move the company forward - Human resource challenges in SME companies 	4	4			

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
		- Leadership in multinational companies					
	TOTAL		45	45			

Note: TT: Total number of lessons; T: Theory; E: Exercises; P: Practices

5. TEACHING MATERIALS

5.1. Textbooks

Gareth R. Jones, Jennifer M. George, (2016) *Contemporary Management*, 9th ed., McGraw-Hill Companies, Inc., New York.

5.2. Supplementary Readings

Slide, reading materials from the lecturer.

6. ASSESSMENTS

No.	Assessment details	Percentage
1	Mid-Term Exam	50%
2	Final Exam	50%
	Total	100%

7. TEACHING SCHEDULES

Week	Topic	Learning materials and activities
1	INTRUCTION OF MANAGEMENT	Read (p.5-32), chapter 2 (p.37-59) Doing homework (case study)
2	MANAGER	Chapter 3 (p.62-90), chapter 4 (p.96-127). Doing homework (case study, write essay)
3	MANAGEMENT ENVIRONMENT	Chapter 6 (p.172-198)

		Doing homework (case study, write essay)
4	PLANNING	Chapter 8 (p.236-248) Doing homework (case study)
5	ORGANIZING	Chapter 10 (p.304-339), chapter 12 (p.376-408), chapter 13 (p.414-443) Doing homework, write essay)
6	LEADERSHIP	Chapter 14 (p.450-480) Doing homework (case study, write essay)
7	CONTROLLING	Chapter 11 (p.342-372) Doing homework (case study, write essay)
8	DECISION MAKING	Chapter 7 (p.202-268) Doing homework
9	COMMUNICATION	Chapter 16 (p.518-548), chapter 17 (p.554-579) Practice on the class
10	MANAGE THE TEAM	Chapter 15 (p.484-514) Practice on the class
11	Special issues on contem	

**BY ORDER OF THE RECTOR
AUTHORIZED BY DEAN OF THE SCHOOL
VICE DEAN OF THE SCHOOL**

(signed)

VÂN THỊ HỒNG LOAN