

MINISTRY OF EDUCATION AND TRAINING
LAC HONG UNIVERSITY

COURSE SYLLABUS

< 125089 – FUNDAMENTALS MANAGEMENT >

1. GENERAL INFORMATION

Course name (in Vietnamese):	Quản trị học
Course name (in English):	Fundamentals Management
Course Code:	125089
Belongs to the knowledge area:	major foundation
Department/Faculty responsible for the course:	Faculty of Administration - International Economics
Instructor in charge:	ThS. Ta Thi Thanh Huong Email: huongttt@lhu.edu.vn
Lecturers involved in teaching:	ThS. Tran Thi My Huong Email: huongttm@lhu.edu.vn ThS. Hoang Thi Thanh Chung Email: chunghtt@lhu.edu.vn
Number of credits:	2
Theory:	1
Practice:	0
Exercise:	1
Characteristics of the course:	Mandatory for students in this major.

2. COURSE DESCRIPTION

The **Fundamentals of Management** course equips students with fundamental knowledge of management, managers, managerial skills, organizational culture and management environment, and the development of management theories. It also introduces the main management functions, including planning, organizing, leading, and controlling in managing an organization. The course provides a comprehensive view of managerial functions, processes, and principles for building and maintaining a successful organization.

3. Course learning outcomes

Table 1: Course Learning Outcomes (CLOs)

Course Learning Outcomes (CLOs)	Content learning outcomes for the course	Bloom domain/Bloom level	PLOs program output standards
CLO1	Apply management functions to analyze and solve practical organizational problems	Knowledge (3)	PLO1 (PI1.2)
CLO2	Demonstrate mastery of management functions in enterprises	Skills (3)	PLO6 (PI6.1)
CLO3	Show awareness of managerial ethical standards	Attitude (2)	PLO8 (PI8.1)

Course content, Lesson plan

Table 2: Course content and teaching plan

Week	Chapter	Lesson / Chapter Title	Lesson Learning Outcomes (LLO)		Teaching and Learning Activities	Teaching Methods	Assessment Methods	References (*)
1	Chapter 1	Overview of Management 1.1. Concepts and Nature of Management and Managers 1.2. Organizational Culture and the Management Environment	LLO1.1	Explain the concepts and nature of management and managers, as well as organizational culture and the management environment	Classroom activities - The lecturer introduces the course overview, course regulations, and the learning roadmap -The lecturer gives a lecture on the overview of management as well as organizational culture and the organizational environment. Self-study activities Students study organizational culture	+ Lecture + Questioning	+ Short-answer test + Essay Examination	[1], [2]

					associated with a specific enterprise.			
2		1.3 The Development of Management Thought	LLO1.2	Explain the major schools of management thought	Classroom activities + The lecturer teaches the schools of management thought - The lecturer answers students' questions. Self-study activities -Students explore the schools of management thought associated with a specific enterprise	+ Lecture + Questioning	+ Short-answer test + Essay Examination	[1], [2]
3		1.4 Management Environment 1.4.1 Internal Environment of the Organization 1.4.2 External Environment of the Organization	LLO1.3	Apply the concept of the organizational environment and analyze an organization's internal environment.	Self-study activities -Students read the chapter materials uploaded on the LMS in advance. -Students study the lesson content before class.	+ Group Discussion	+ Short-answer test + Essay Examination	[1], [2]

					Classroom activities -The lecturer answers students' questions. -The lecturer asks students to discuss in groups to analyze the internal environment of a specific organization.			
4	Chapter 2	Managers 2.1 Concepts and Roles of Managers 2.2 Levels of Management 2.3 Essential Skills of Managers 2.3.1 Technical Skills 2.3.2 Human Skills 2.3.3 Conceptual Skills	LLO2.1	Apply managerial skills to solve practical problems in organizations.	Self-study activities - Students read the Chapter 2 materials uploaded on the LMS in advance. - Students study and solve practical cases provided by the lecturer. Classroom activities - The lecturer answers students' questions.	- Case Study - Group Discussion	+ Essay Examination	[1], [2]

					- Student groups solve the cases provided by the lecturer and respond to questions from the opposing group, other groups, and the lecturer.			
5		2.4 Responsibilities and Ethics of Managers 2.4.1 Responsibilities of Managers 2.4.2 Ethics of Managers	LLO2.2	Demonstrate managerial responsibility and ethics	Self-study activities - Students read the Chapter 2 materials uploaded on the LMS in advance. - Students study and solve practical cases provided by the lecturer. Classroom activities - The lecturer answers students' questions. - Student groups solve the cases provided by the lecturer and respond to	- Case Study - Group Discussion	+ Presentation	[1], [2]

					questions from the opposing group, other groups, and the lecturer.			
6	Chapter 3	Management Information and Decision-Making 3.1 Management Information 3.2 Managerial Decisions 3.3 Managerial Decision-Making 3.3.1 The Process of Managerial Decision-Making 3.3.2 Methods of Managerial Decision-Making 3.3.3 Factors Affecting Managerial Decision-Making	LLO3	Apply decision-making methods and the decision-making process to solve problems in organizations	Self-study activities - Students read the Chapter 3 materials uploaded on the LMS in advance. - Students study and solve practical cases provided by the lecturer. Classroom activities - The lecturer answers students' questions. - Student groups solve the cases provided by the lecturer by applying decision-making methods and the decision-making process to address	- Case Study - Group Discussion	+ Essay Examination	[1], [2]

					organizational problems, and respond to questions from the opposing group, other groups, and the lecturer.			
7	Chapter 4	Planning Function 4.1 Concepts, Roles, and Types of Planning 4.2 The Planning Process 4.3 Strategic Planning and Operational Planning	LLO4	Describe strategic and operational planning in specific managerial situations.	Self-study activities - Students read the Chapter 4 materials uploaded on the LMS in advance and study planning issues assigned by the lecturer. Classroom activities - The lecturer answers students' questions and provides cases for students to solve in groups during class.	- Case Study - Group Discussion	+ Presentation	[1], [2]
8	Chapter 5	Organizing Function 5.1 Concepts and Roles of Organizing 5.2 Organizational Structure	LLO5	Apply the organizing function in	Self-study activities	- Case Study - Group Discussion	+ Presentation	[1], [2]

		5.3 Delegation of Authority 5.4 Organizational Culture		business management. - Students read the Chapter 5 materials uploaded on the LMS in advance. - Students study and solve practical cases provided by the lecturer. Classroom activities - Student groups solve the cases provided by the lecturer by applying the organizing function to a specific enterprise, and respond to questions from the opposing group, other groups, and the lecturer.				
9	Chapter 6	Leadership Function 6.1 Concepts and Principles of Leadership 6.2 Leadership Styles 6.3 Motivation 6.4 Team Leadership 6.5 Conflict Management	LLO6	Demonstrate appropriate leadership styles to handle real-world situations in	Self-study activities - Students read the Chapter 6 materials uploaded on the LMS in advance.	-Group Discussion	+ Short-answer test	[1], [2]

				organizations.	Classroom activities - Students watch a video about leadership situations in organizations. - Students discuss in groups which leadership style is considered the best and whether it can be applied in all situations.			
10	Chapter 7	Controlling Function 7.1 Concepts, Nature, and Roles of Control in Enterprises 7.2 Contents and Requirements of Control in Enterprises	LLO7.1	Refine the contents and requirements of control activities in enterprises.	Self-study activities - Students read the Chapter 7 materials uploaded on the LMS in advance. - Students study the lesson content before class. Classroom activities - Students are required to discuss in groups to	- Group Discussion	+ Short-answer test	[1], [3]

					evaluate the requirements of the controlling function.			
11		7.3 Control Process 7.3.1 Preparation for Control 7.3.2 Collecting and Analyzing Information Related to the Control Object 7.3.3 Comparing Actual Performance with Standards 7.3.4 Identifying Deviations and Their Causes 7.3.5 Drawing Conclusions, Making Recommendations, and Announcing Results 7.4 Forms and Techniques of Control	LLO7.2	Refine the application of control criteria for specific tasks in enterprises.	Self-study activities - Students read the Chapter 7 materials uploaded on the LMS in advance. - Students study the lesson content before class. Classroom activities - Students are required to discuss in groups to evaluate the control process in organizations.	- Group Discussion	+ Short-answer test	[1], [3]

4. MAPPING COURSE LEARNING OUTCOMES AND LESSONS

Table 3: Mapping of learning outcomes for modules and lessons

Lesson / Chapter	Lesson learning outcomes	Course learning outcomes			Assessment Components
		CLO1	CLO2	CLO3	
Chapter 1	LLO1.1	X			A1, A3
Chapter 1	LLO1.2	X			A1, A3
Chapter 1	LLO1.3	x			A1, A3
Chapter 2	LLO2.1	x			A1, A3
Chapter 2	LLO2.2			x	A1, A2
Chapter 3	LLO3	x			A1, A3
Chapter 4	LLO4		x		A1, A2
Chapter 5	LLO5		x		A1, A2
Chapter 6	LLO6			X	A1,A2
Chapter 7	LLO7.1		X		A1, A2
Chapter 7	LLO7.2		X		A1, A2

5. Course assessment

Table 4: Course Evaluation

Assessment Components	Assessment Methods	CLOs	Weight (%)
A1. Continuous assessment	Short-answer test	CLO1, CLO2, CLO3	30%
A2. Midterm	Presentation	CLO2, CLO3	30%
A3. Final Exam	- Essay Examination	CLO1	40%

6. Course requirements and expectations

- Attendance: must comply with university regulations.
- Students read and study the course materials provided by the lecturer before each class via the online learning system (LMS – learn.lhu.edu.vn).
- Answer short questions in class: bonus points will be added to the students' continuous assessment score.
- Complete all stages of the group assignment according to the schedule set by the lecturer.

7. STUDY MATERIALS AND REFERENCES

Textbook

[1] Tran Duc Thuc, Nguyen Van Thuy, Truong Dinh Thai, Ho Thien Thong Minh (2021), *Principles of Management*, Finance Publishing House Vietnam.

References

[1] Nguyen Thi Lien Diep, Tran Anh Minh (2022), *Management*, Finance Publishing House Vietnam.

[2] Tran Anh Tai (2022), *Management*, Finance Publishing House Vietnam.

[3] Luu Dan Tho (2014), *Management in the Integration Trend: Essential Issues of Management*, Finance Publishing House Vietnam.

8. SOFTWARE OR PRACTICAL SUPPORT TOOLS

- Chalk and board
- Projector
- Zoom; Zalo; LMS

Head of Department/Course

Dong Nai, [date] [month] 2025

Compiled by lecturers

Tran Thi My Huong

