

MINISTRY OF EDUCATION AND TRAINING
DALAT UNIVERSITY



COURSE SYLLABUS

WRITING SKILLS FOR ADMINISTRATIVE DOCUMENTS

Lam Dong - 2020

CONTENT

1. GENERAL INFORMATION.....	Error! Bookmark not defined.
2. LEARNING OUTCOMES	3
3. COURSE DESCRIPTION.....	4
4. COURSE REQUIREMENTS.....	5
5. COURSE CONTENT	8
6. COURSE MATERIALS.....	10
7. COURSE ASSESSMENTS AND SCHEDULE	10
8. CONSISTENCY WITH COURSE LEARNING OUTCOMES	11
9. TEACHING STAFF	13

COURSE SYLLABUS

WRITING SKILLS FOR ADMINISTRATIVE DOCUMENTS

1. GENERAL INFORMATION

1.1. Course code:: *NV2006* Course title: *Writing skills for administrative documents*

1.2. Credit units: *03 (3-0)*

1.3. Level: Undergraduate. Program type: Full-time

1.4. Course type: Elective

1.5. Prerequisites: None

1.6. Workload breakdown:

- Lecture : 30 hours
- Tutorial : 15 hours
- Self study : 90 hours

2. . LEARNING OUTCOMES

2.1. Course objectives

Objectives	Description	Program Learning Outcome	Graduate attribute
ACADEMIC KNOWLEDGE			
OJ1	The module provides basic knowledge about concepts, functions, roles, classifications... of state administrative documents, helping students gain in-depth knowledge of the style of public administration language. content and form of drafting administrative documents on documents, administrative documents and administrative language style	1.1.14, 1.3.2, 1.3.3	3

PRACTICAL SKILLS			
Personal and professional attributes			
OJ2	Apply Vietnamese language skills in administrative and official documents	2.1.2	3
OJ3	Master the techniques of word processing	2.1.5	3
Soft-skills			
OJ4	Developing teamwork skills; Use research skills to find information	2.2.3	3
ATTITUDE			
OJ5	Self-study attitude and knowledge integration, willing to share knowledge. Understand the role of administrative documents.	2.4.2, 2.4.5, 2.4.6	3

2.2. Course learning outcomes

After completing this course, learners can:

Objective	Course LO	LO description	I, T, U taxonomy
OJ1	LO1	Present concepts and terms related to documents, administrative documents, administrative language styles	T
	LO2	Mastering and classifying types of administrative documents, the role of administrative documents	T
OJ2	LO3	Apply skills in using Vietnamese, drafting skills and how to present each type of administrative document	TU
OJ3	LO4	Grasping the characteristics of administrative and civil service language styles	I
OJ4	LO5	Make questions, listen and dialogue on issues related to skills in drafting administrative and official documents	I
OJ5	LO6	Actively seek additional research materials to form administrative document drafting skills	I

3. COURSE DESCRIPTION

The Text Editing Skills module is a compulsory subject of the basic knowledge of the industry, taught in the second semester of the first school year. The course helps students master the basic knowledge of concepts and functions. functions, roles, classification... state administrative documents. In-depth knowledge of the style of public administration

language, content and format of drafting administrative documents will also be provided in the module.

In addition, the module also helps students master the knowledge about how to present, classify and identify some administrative documents such as minutes, notices, reports, reports, official letters, decisions, directives. ...Through that, training students practice skills in drafting a number of ordinary and special administrative documents.

4. COURSE REQUIREMENTS

4.1. Requirements for teaching staff

The contents, teaching schedule, and requirements of the course must be made public to students in the first lecture. Any enquiries or suggestions from students should also be considered and finalized in the first lecture. After being finalized, matters relating to the administration of the course must be applied consistently throughout the course.

Changes in teaching schedule and make-up lectures must be informed to students in due time.

Major changes in the contents and course requirements (especially those directly affecting students' benefits) must be approved by the Faculty before the beginning of the course.

4.2. Requirements for students

Enquiries about matters relating to the administration of the course would be considered only in the first lecture. Students must comply with the course requirements once being made public and finalized.

Special provisions could be extended to students in difficult situations (such as, students in serious health conditions or students with disability). In such cases, students must inform the lecturer in charge and provide proper documentation before the end of the course.

4.2.1 Attendance

- Students must prepare for lectures in accordance with the course requirements.
- Punctuality is required. Students are not allowed to attend once the lecture has begun for 15 minutes.
- Students with clashes should inform the lecturer in charge to make proper arrangements.
- Excessive absences without prior permission by the lecturer in charge are deemed incomplete.

4.2.2 Class conducts and behavior

The course is conducted on the principle of respect for both learners and teachers. The rules for classroom conduct and behavior are as follows:

- Students must comply with the university's guidelines on proper dressing.
- Students must exhibit proper conduct and behavior and follow the instructions of the lecturer in charge during the lecture.
- Students should not consume foods or beverages during the lecture.
- Laptops, mobile phones, or tablets should only be used for taking notes or performing calculations that are required by the lecturer.
- Students should not discuss topics or perform activities that are unrelated to the lesson.
- Students are requested to keep the classroom clean and tidy.

Students who do not comply with the above-mentioned rules would be requested to leave the classroom.

4.2.3 Academic enquiries

- Appeals, complaints, or enquiries relating to grading, exam results, and other academic issues would be processed in accordance with the university's policies. Students should contact the faculty staff for consultation on the procedures and documentation.
- Enquiries relating to the contents of the course: students are encouraged to discuss with the lecturer in charge about the issues.
- Student feedback is encouraged to improve the quality of the course. During the course, feedback can be sent directly to the lecturer in charge or through class representatives.

5. COURSE CONTENTS

Lecture	Session/ Module	Topic	Course LO	Teaching and learning activities	Method of teaching and learning			Tổng
					In class		Self- study	
					Lecture	Group dicussion		
1	Chapter 1.	OVERVIEW OF THE DOCUMENTATION	LO1 LO2 LO6	Lectures, discussions			8	5
	1.1.	Basic concepts of administrative documents. Text classification						
	1.2.	Functions and roles of state administrative documents						
2	Chapter 2.	Content and format of presentation of state documents	LO1 LO2 LO3 LO4 LO5 LO6	Lectures, discussions		2	8	4
	2.1.	Content						
	2.2.	About the format and process of drafting and issuing documents						
3	Chapter 3.	Style of administrative language - civil service	LO1 LO2 LO3 LO4 LO5 LO6	Lectures, discussions		1	8	4
	3.1.	The concept of administrative and						

		civil service language style						
4	3.2.	Style characteristics of administrative and civil service language	LO1 LO2 LO3 LO4 LO5 LO6	Lectures, discussions		2	8	4
5	3.3.	Skills in using Vietnamese in administrative and official documents.	LO1 LO2 LO3 LO4 LO5 LO6			2	8	4
6	Chapter 4.	Skill in drafting and presenting common administrative documents	LO1 LO2 LO3 LO4 LO5 LO6			2	8	4
	4.1.	Notification						
7	4.2.	Report	LO1 LO2 LO3 LO4 LO5 LO6	Lectures, discussions		1	8	4
8			LO1					
	4.3.	Report	LO2					
	4.4..	Report	LO3 LO4 LO5 LO6			1	8	4
9			LO1	Lectures, discussions		1	8	4
	4.5.	Administrative	LO2					

		dispatch	LO3 LO4 LO5 LO6					
10	4.6.	Decisions, resolutions, directives	LO1 LO2 LO3 LO4 LO5 LO6			2	8	4
11	Chapter 5. summary		LO1	Lectures, discussions				
	5.1.	Review the theory of state administrative documents	LO2 LO3 LO4					
	5.2.	Discuss and solve problems on the method of presenting administrative documents	LO5 LO6					
Total					30	15	90	45

6. COURSE MATERIALS

- [1]. Hanoi University of Law (2013), Textbook for building legal documents, CAND.
- [2]. Võ Thị Thùy Dung (2015), Summary lecture on skills in drafting administrative documents (Internal circulation), Da Lat University.
- [4]. Tạ Hữu Ánh (2002), Administrative work - office in state agencies, national politic
- [5]. Website:

- www.vietlaw.gov.vn
- www.luatvietnam.com.vn
- www.chinhphu.vn
- www.moj.gov.vn
- www.hochiminhcity.gov.vn
- www.caicachhanhchinh.gov.vn

7. COURSE ASSESSMENTS AND SCHEDULE

7.1. Grading scheme

- Grades are on the scale of 10.

7.2. In-term assessment

In-term assessment has a weight of 50%, including:

- Lab assignments: 10%
- Class participation: 20%.
- Group assignments: 20%.

7.3. Final examination

Final examination has a weight of 50%.

- Form: Computer-based exam.

7.4. Assessment schedule

Assessment	Form	Schedule	Course LO	Weight (%)
In-term	Exam	Chapter 2	LO1, LO2, LO3	15
	Discussion	All chapters	LO1, LO2, LO6	15
	Seminar	Chapter 8	LO1, LO2, LO3 LO4, LO5, LO6	20
Final examination	Class participation	End of Chapters	LO1, LO2	50

8. CONSISTENCY WITH COURSE LEARNING OUTCOMES

8.1. Program learning outcomes – Course learning outcomes mapping

Course LO \ Program LO	1	2	3	4	5	6
1.1.14	H	H	-	-	-	-
1.3.2	H	H	-	-	-	-
1.3.3	-	-	H	-	-	-
2.1.2	-	-	-	H	-	-
2.1.5	-	-	-	-	H	-
2.2.3	-	-	-	-	H	-
2.4.2	-	-	-	-	H	-
2.4.5	-	-	-	-	H	-
2.4.6	-	-	-	-	-	M

H: high, M: medium, L: low

8.2 Course learning outcomes – Course content mapping

Course LO \ Lecture No.	1	2	3	4	5	6
1	P	P	-	-	-	I
2	P	P	I	I	I	I
3	P	P	I	I	I	I
4	P	P	I	I	I	I
5	P	P	I	I	I	I

I: Introductory, P: Proficient; A: Advanced.

8.3 Course learning outcomes – Course assessment mapping

Course LO \ Assessments	1	2	3	4	5	6
Exam	X	X	X	-	-	-
Discussion	X	X				X
Seminar	X	X	X	X	X	X
Final exam	H	H	-	-	-	-

8.4 Learning outcomes – Delivery methods mapping

Course LO \ Delivery methods	1	2	3	4	5	6
Preach	H	H	-	-	-	-
Provocative question	M	M	H	-	-	M
Problem Solving	H	H	M	M	-	M
Discussion groups	M	M	H	M	H	H

8.5. Course learning outcomes – Course materials mapping

Course LO \ Course materials	1	2	3	4	5	6	Trang
[1]	x	x	x	x	x	x	All
[2]	x	x	x	x	x	x	All
[3]	x	x	x	x	x	x	All
[4]	x	x	x	x	x	x	All
[5]	x	x	x	x	x	x	All
[6]	x	x	x	x	x	x	All
[7]	x	x	x	x	x	x	All

9. TEACHING STAFF

NGUYEN HUU KIM DUYEN, LECTURER, MASTER

Department of philology and history

Email: duyennhk@dlu.edu.vn

**PP. RECTOR
DEAN**

**DEPARTMENT OF
NETWORK & COMMUNICATION**

TEACHING STAFF



