

## BACHELOR PROGRAM

MAJOR: BANKING

CONCENTRATION: BANKING

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### SYLLABUS

1. **Course Title:** Business Management
2. **Course Code:**
3. **Number of credits:** 2
4. **Level:** 3<sup>rd</sup> academic year
5. **Teaching Time Allocation:**
  - a. Lecture: 20 hours
  - b. Discussion and seminar: 10 hours
  - c. Self-learning: 15 hours
6. **Pre-Requisite:** students have passed the following courses: Management, Econometrics, and Information Management.
7. **Course Aims and Learning Objectives:**
  - a. Course Aims: Provide necessary knowledge to manage business organization
  - b. Course objectives:
    - i. Identify concepts, characteristics, and function of management
    - ii. Have ability to build organizational structure
    - iii. Know to apply management model, management methods and mobilize efficiently all factors of production such as labor, capital, materials, and fixed asset.
    - iv. Provide management skills
8. **Course Description:**

This course is designed to provide the concepts regarding to Business Management, organizational structure, production and operation planning, material requirement planning, human resource management, master production schedule, and to control production process for efficiency.
9. **Student Learning Activities**
  - a. Participant: students are required to participate all 8 sessions in classroom.
  - b. Exercises are done in both classroom and homework
  - c. Tools: excel software is used in solving the exercises
10. **Recommended Resources**
  - a. Textbook: *Business Management*-material reading was compiled by Production management Division, Business Administration Department, University of Economics
  - b. Further materials reading
    - i. Dung, H.T, *Production Management Exercise textbook*
    - ii. Dung, H.T, *Management of Information System*
    - iii. Phương, D.T. T (2004), *Production and Operation Management*, HCMC
    - iv. Hoi, N.T (2002), *Human Resource Management*, Statistics Publishing House, HCM City
    - v. Dung, H.T (2005), *Small and Medium enterprise Management*, Statistics Publishing House, HCM City

**11. Evaluation**

- a. Final examination : 70%
- b. Assignment: 30%

**12. Course Grading scale: ten-point scale in which**

- 5: pass
- 5-6: average
- 7-8: Good
- 8-10: very good

**13. Learning Activities**

Date/Number of hours	Lecture	Textbook	Student activities	Learning objectives
1 (4 hours)	Introduction to Business Mangement	Chapter 1, 6, 7	Reading and answer questions in classroom	
2 (4 hours)	Organisational structure	Chapter 1, 3, 6	Discussion and presentation	
3 (4 hours)	Demand Forcasting	Chapter 1, 2, 6	Reading and exercise	
4 (4 hours)	Aggregate Planning	Chapter 1, 4, 6	Discussion and exercise	
5 (4 hours)	Master Production Schedule	Chapter 1, 4, 6	Discussion and exercise	
6 (4 hours)	Inventory Management	Chapter 1, 4, 6	Discussion and answers	
7 (4 hours)	Material Requirement Planning	Chapter 1, 4, 6	Reading and presentation	
8 (4 hours)	Review	All textbook	Discussion and answer	

**COURSE COORDINATOR****HCM City, date.....month.....year.....****LECTURER**