

# TEACHING PLAN FOR OFFICE ADMINISTRATION PROGRAM UNDERGRADUATE LEVEL - 2022

Broad  
foundational  
knowledge

Other general  
education  
knowledge

Basic and foundational  
disciplinary  
knowledge

Core  
disciplinary  
knowledge

Advanced disciplinary  
knowledge, methods,  
and tools

Related, cross-  
disciplinary and  
elective knowledge

First year		Second year		Third year		Fourth year			
Semester 1A	Semester 2A	Semester 1A	Semester 2A	Semester 1A	Semester 2A	Semester 1A	Semester 2A		
<p>Notations Used</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     Course name Course ID (Credit)                 </div> <p>Course information</p> <p>(E) English-taught course</p>			Physical Education 2 (1cr)		(E) Listening and Note-taking OFA1103E (3cr)				
		Physical Education 1 (1cr)	(E) Introduction to Business English BUS1127E (3cr)	Administrative Law LAW1104 (3cr)	Researching Methods in Business BUS1117 (3cr)	Elective Course 2 (3cr)	(E) E-document and Record Management OFA1102E (3cr)		
Microeconomics ECO1101 (3cr)	Principles of Marketing BUS1129 (3cr)	Principles of Accounting ACC1101 (3cr)	Office Administration MGT1104 (3cr)	Sociology of Media SOC1102 (3cr)	Ho Chi Minh Ideology POL1114 (2cr)	State management documents and Practicing OFA1101 (3cr)	Graduation Project / Thesis OFA1405/6 (6cr)		
English 1 ENG2101 (4cr)	English 3 ENG2103 (4cr)	English 5 ENG2105 (4cr)	(E) Human Resource Management MGT1110E (3cr)	Marxist-Leninist Philosophy POL1111 (3cr)	Scientific Socialism POL1113 (2cr)	(E) Cross-cultural Management IBU1108E (3cr)	Graduation Internship OFA1304 (3cr)		
Semester 1B	Semester 2B	Semester 1B	Semester 2B	Semester 1B	Semester 2B	Semester 1B	Semester 2B		
English 2 ENG2102 (4cr)	English 4 ENG2104 (4cr)	English 6 ENG2106 (4cr)	English 7 ENG2107 (4cr)	(E) Digital Transformation BUS1128E (3cr)	History of the Communist Party of Vietnam POL1115 (2cr)	(E) Event Management PUR1108E (3cr)			
Introduction to Law LAW1101 (3cr)	Principles of Management MGT1101 (3cr)	Project Design 2 SKI1108 (3cr)	(E) Organizational Behavior MGT1142E (3cr)	(E) Change Management MGT1135E (3cr)	(E) Training and Development HRM1116E (3cr)	(E) Performance Management MGT1134E (3cr)			
Project Design 1 SKI1107 (3cr)	Introduction to Computer Basics ITE1201 (3cr)	Macroeconomics ECO1102 (3cr)	Physical Education 3 (1cr)	Marxist-Leninist Political Economics POL1112 (2cr)	Elective Course 1 (3cr)	(E) Communication Psychology PSY1103E (3cr)			
			Physical Education quốc phòng MIL1203 (8tc)						
<p>* Physical Education module: choose 1 out of 4 subjects: Aerobics, Boxing, Vovinam, Bodybuilding</p>		<p>List of elective courses</p> <p>Country Studies of Japan Country Studies of China World Economics Geography Cross-cultural Communication The Basic of Arts</p>		<p>Arts of Leadership Introduction to Digital Transformation Commercial Law Applied Data Analytics Personal Financial Management</p>		<p>Communication Psychology Creative Presentation Professional Personal Branding Korean Traditional Culture Human Civilization</p>		<p>Cultures of Southeast Asia Countries</p>	