COURSE SYLABUS

ENVIRONMENTAL ADMINISTRATIVE MANAGEMENT: PRACTICE

Credits: 01 (Practices 01 – Self-study 03)

Code: MT 03064

EXPECTED LEARNING OUTCOMES

Abbreviation	Course expected learning outcomes After completion of this course, students can	Expected learning outcomes of the program
Knowledge		
CELO1	Synthesize knowledge to built and prepare some basic environment profiles of small and medium enterprises	ELO1: Apply the knowledge of natural science, politics, social science and humanities, law, economics, and awareness of contemporary issues in the field of environmental sciences.
Skill		
CELO2	Built and prepare some basic environment profiles for small and medium enterprises	ELO 9: Apply appropriate approaches, suitable methods, and techniques to investigate, survey, and study environmental problems.
CELO3	Work in group and work independently	ELO7: Work in groups and lead multi-functional teams effectively.
Attitudes		
CELO4	Establish professional and ethical behavior at work	ELO12: Demonstrate ethical standards of the profession, carrying out the responsibility of environmental protection and serving the sustainable development of Vietnam and the world.

COURSE CONTENTS

Part 1: Built and prepare some basic environment profiles

Part 2. Write some basic legal documents related administrative management

LEARNING METHODS

- Self-study: reading the recommended documents
- Group discussion
- Case-study
- E–learning: download lecturehandouts, references; submitthe practical report; exchange issues related the lectures, assigmentand prac/ce (if neccessary)

EVALUATION AND GRADING

- Grading scale: 10

Class participation (20%)	Group report and presentation (80%)

RESPONSIBILITY OF STUDENTS

- Attendance: Students should attend at least 75% of the lecture hours and participate in class activities
- Prensentation and practice: Students must joint in and contribute to group's assignment and discussion in class.
- Self-study: reading the recommended documents

LECTURERS

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