

## KQ02209: CORPORATION MANAGEMENT

### 1. General information

- Term: 4
- Credits: **Total credits 3 (Lecture: 3 – Practice: 0)**
- **Self-study: 9** credits
- Credit hours for teaching and learning activities: 45 hrs
- Self-study: 135 hrs.
- Department conducting the course:
  - Department: Business Management
  - Faculty: Accounting and Business Management
- Kind of the course:

Foundation <input type="checkbox"/>		Fundamental <input checked="" type="checkbox"/>		Option 1 <input type="checkbox"/>		Option 2 <input type="checkbox"/>	
Compulsory	Elective	Compulsory	Elective	Compulsory	Elective	Compulsory	Elective
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Prerequisite course(s): Principles of Management

### 2. Course objectives and expected learning outcomes

#### \* *Course objectives:*

- Knowledge: Course aims to provide students with knowledge of corporate management such as general issues of corporate management, types of businesses, production plans, production and business organization in corporation, capital and labor management, production materials, cost management and product costing in the corporation.
- Skills: Course trains students to flexibly apply soft skills in communication, leadership, management, and teamwork at work.
- Attitude: Course provide students with attitudes in studying, researching and organizing work related to the field of accounting and have a sense of responsibility and professional ethics

#### \* *Course expected learning outcomes*

Notation	Course expected learning outcomes After successfully completing this course, students are able to	PLO performance criteria
<b>Knowledge</b>		
CELO1	Apply corporate management knowledge to collect financial information related to business activities of enterprises	2.1
CELO2	Evaluate business performance based on the requirement of accounting information to help managers make effective decisions	3.3
<b>Skills</b>		
CELO3	Organize and manage teamwork activities effectively to solve problems in corporate management	4.4
CELO4	Communicate effectively with stakeholders to solve corporate management problems in practice	5.2
<b>Attitude</b>		

CELO5	Define short-term and long-term objectives in studying and researching to improve professional qualifications on corporate management in practice	10.1
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### 3. Course description

Brief description of the course: This course includes an Introduction to corporation management; Overview of the corporation; Business production plan in the corporation; Organizing production and business in corporation; Management of production materials in corporations; Capital management in corporation; Labor and salary organization in corporation; Managing production costs and product prices in the corporation; Management of production and business results in corporation.

### 4. Teaching and learning & assessment methods

CELOs	CELO1	CELO2	CELO3	CELO4	CELO5
<b>Teaching and learning</b>					
Lecturing	x	x	x	x	x
Discussion group	x	x	x	x	x
Case study	x	x	x	x	x
E-learning	x	x	x		x
<b>Assessment</b>					
Rubric 1. Attendance (10%)					x
Rubric 2. Discussion group (20 %)	x	x	x	x	x
Rubric 3. Mid-term exam (20%)	x	x			x
Rubric 4 Final exam (50%)	x	x			x

### 5. Student tasks

- Attendance: All students attend at least 75% of lecture hours
- Preparation for the lecture: All students read the relevant book chapter handouts and readings before and during the class
- Assignment: All students must work in group of 4 or 5 students and present in front of class
- Mid-term exam: All students must take the test following the class' schedule.
- Final exam: All students take must take the test following the university' schedule.

### 6. Text books and references

**\* Text Books/Lecture Notes:**

1. PGS.TS Nguyễn Thừa Lộc, PGS.TS Trần Văn Bảo (2021). Giáo trình Quản trị doanh nghiệp thương mại: Tái bản lần 1. NXB Đại học Kinh tế quốc dân
2. PGS TS Nguyễn Ngọc Huyền (2016). Giáo Trình Quản trị kinh doanh: Tái bản lần 2, Nhà xuất bản Đại học Kinh tế quốc dân.
3. PGS.TS Ngô Kim Thanh (2013). Giáo trình quản trị doanh nghiệp: Tái bản lần thứ tư, có chỉnh sửa bổ sung/NXB Đại học kinh tế quốc dân, 2013- 487 Tr

4. PGS.TS Ngô Kim Thanh (2012). Giáo trình Quản trị doanh nghiệp: tái bản lần 3 có chỉnh sửa bổ sung, Nhà xuất bản Đại học kinh tế quốc dân, 2012. 487 Tr. ; 25 cm
5. PGS.TS Đồng Thị Thanh Hương, ThS Nguyễn Đình Hòa, ThS Trần Thị Ý Nhi (2005). Giáo trình Quản trị doanh nghiệp, NXB Thống kê

**\* Additional references:**

1. Liz Wiseman, Kỹ năng quản lý doanh nghiệp hiệu quả, 2019, NXB Dân trí.
2. Dương Hữu Hạnh (2009). Quản Trị Doanh nghiệp (Business Administration). Nxb Thống kê
3. VS.TSKH. Nguyễn Văn Đáng (2012). Quản trị doanh nghiệp 2012 trong xu thế toàn cầu hóa. NXB Tổng hợp TP. HCM, 2012- 1039 tr;

**7. Course outline**

<b>Week</b>	<b>Content</b>	<b>Course expected learning outcomes</b>
1	<b>Chapter 1: INTRODUCTION OF CORPORATION MANAGEMENT</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (4 hours)</b> 1.1. Concept 1.2 Development history of corporate management 1.3 Subject, content and research methodology <b>Discussion: (1 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
1,2	<b>Chapter 2: OVERVIEW OF CORPORATION</b>	
	<b>A/Main contents: (6 hours)</b> <b>Theory: 5 hours</b> 1.1. Corporation concept and classification 1.2. The corporation mode of operation in the market mechanism 1.3. Corporation forms 1.4. Building the management organization structure of the corporation by type <b>Discussion: (1 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (18 hours)</b>	
2,3	<b>Chapter 3. PRODUCTION AND BUSINESS PLAN IN THE CORPORATION</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 3.1 Concepts and classifications of plans 3.2 Nature, role and content of the plan 3.3. Planning method 3.4. Production demand forecast to build the plan <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	

3,4	<b>Chapter 4. PRODUCTION AND BUSINESS ORGANIZATION IN THE CORPORATION</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 4.1. The basics of production organization in corporation 4.2. Determine the production structure of the corporation 4.3. Organize production in terms of space and time 4.4. Type of production and methods of organizing production in corporation <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
4,5	<b>Chapter 5. MANAGEMENT OF MATERIALS PRODUCTION IN THE CORPORATION</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 5.1 The basics of document management in the corporation 5.2 Material management in the corporation 5.3. Management of machines and equipment in corporation <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
5,6	<b>Chapter 6. CAPITAL MANAGEMENT IN THE CORPORATION</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 6.1. Concept, role and classification of business capital in corporation 6.2. Fixed capital management 6.3. Working capital management <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
6,7	<b>Chapter 7. LABOR AND WAGE ORGANIZATION IN THE CORPORATION</b>	
	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 7.1. Create the optimal labor structure in the corporation 7.2. Labor norms in corporation 7.3. Reasonable use and labor-saving hours 7.4. Salary and bonus work in the corporation <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
7,8	<b>Chapter 8. PRODUCTION EXPENSE MANAGEMENT AND PRODUCT PRICE IN THE CORPORATION</b>	

	<b>A/ Main contents: (5 hours)</b> <b>Theory: (3 hours)</b> 8.1. Concept and cost classification methods 8.2. Estimated production costs of the corporation 8.3. Cost determination method 8.4. Overview of product prices 8.5. Product cost accounting <b>Discussion: (2 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (15 hours)</b>	
8,9	<b>Chapter 9. BUSINESS RESULTS MANAGEMENT IN THE CORPORATION</b>	
	<b>A/ Main contents: (4 hours)</b> <b>Theory: (3 hours)</b> 9.1 Production value and distribution of total production value in firms 9.2. Profits and factors affecting the profitability of the corporation 9.3. Analysis of production and business activities in corporation <b>Discussion: (1 hours)</b>	CELO1, 2,3,4,5
	<b>B/Self-study contents: (12 hours)</b>	