

DRAFT CURRICULUM OF THE NATIONAL INSTITUTE OF ADMINISTRATION

	Hours	Hours for the two Sections	Total hours for the Admin. Sect.	Hours for the Economic and Finance Section
I. <u>Social Sciences:</u>				
A. <u>Political Sciences:</u>		160		
6 1. Political science	40			
7 2. The Political History of Viet-Nam	40			
8 3. Political Problems	40			
9 4. International relation	40			
B. <u>Sociology:</u>		80	40	
9 1. Sociology	80			
10 2. Social problems (1)	40			
C. <u>Law:</u>		160	80	40
10 1. Constitutional Law	40			
12 2. Administrative Law	80			
12 3. Justice	40			
13 4. Penal Law (1)	40			
14 5. Labor Law (1)	40			
15 6. Commercial and maritime laws (2)	40			
D. <u>Economics:</u>		120	40	140
15 1. Introduction to Economics	120			
16 2. International Economics (2)	30			

16	3. Economic planning (2)	30		
16	4. Economic problems of Viet-Nam (1)	40		
17	5. Economic development in Viet-Nam (2)	80		
	E. <u>Finance:</u>		80	80
	1. Introduction to Finance	40		
	2. Tax Legislation of VN	40		
	3. Economics of Finance (2)	40		
	4. Money, Banking, Currency - Exchange (2)	40		
	II. <u>Administration and Practice</u>		150	140
	A. <u>Administration</u>			
	1. Introduction to Admin.	40		
	2. Admin. Organization	40		
	3. Basic problems in Administration (1)	40		
	4. Present Administrative problems (1)	30		
	5. Budget Techniques and Admin. planning	40		
	6. Personnel Management and Civil Service (3)	40		
	7. Office Management and Admin. analysis (1)	30		
	8. Supervision and human relations	30		
	B. <u>Practice:</u>		180	40

1. Admin. Accounting	40		
2. Business Accounting (2)	40		
3. Statistical Methods	30		
4. Research Methods	40		
5. Preparation and Maintenance of Correspondance	40		
6. Administrative Cases	30		
III. <u>English:</u>		160	
IV. Internship period: internship and Seminar 7,5 months for all students			
V. Practical problems and current events:			
1. Administrative Problems in reality:		70 hours a year	(second and third year)
2. Current political events:		35 hours a year	(first, second and third year)

Saigon, December 1st, 1959

Rector of the National Institute
of Administration

- (1) For the Administration Section only
- (2) For the Economic and Finance Section
- (3) 30 hours for the Administration Section

10 hours for both Sections (Administrative Behavior).

REMARKS: The Foreign Affairs and Business Sections may be
established (three year curriculum).

II. ANNUAL CURRICULUM

FIRST YEAR⁺

<u>First Semester</u>		<u>Hours</u>			<u>Hours</u>
1. Politics.		40	5. Justice.		40
2. General Economics (I)		40	6. Constitution		40
3. Sociology (I)		40	7. Statistics		30
4. Introduction to Administration.		40	8. English.		40
<u>Second Semester</u>					
1. The Political History of Viet-Nam		40	5. Introduction to Finance.		40
2. General Economics (II)		40	6. Administrative Organiza- tion		40
3. Sociology (II).		40	7. Drafting of Corres- pondence		40
4. Budget Techniques and Administrative Planning.		40	8. English.		40

SECOND YEAR⁺

<u>First Semester</u>			
		<u>(for two Sections)</u>	
1. International Relat- ions.	40	5. Administrative Account- ing and procedures for the implementation of the Budget.	40
2. General Economics (III)	40	6. Research Methods.	40
3. Administrative Law (I)	40	7. English.	40
4. Tax Legislation of Viet-Nam.	40		

Administration Section

8. Criminal Law. 40

Second Semester (for two Sections)

1. Political problems .. 40

2. Administrative Law (II) 40

3. English. 40

Administration Section

4. Basic Problems in Administration. . . . 40

5. Economic problems in VN. 40

6. Social problems. 40

7. Labor Law. 40

8. Personnel Management and Civil Service. . 40

Economics-Finance Section

8. Economic Development in VN (1). 40

Economics-Finance Section

4. Economic Development in Viet-Nam (II). 40

5. Economics of Finance . 40

6. Money, Banking, Exchange 40

7. Maritime and Commercial Law. 40

8. Business Accounting. . 40

THIRD YEAR⁺

- 7 1/2 months will be spent in internships in the provinces and at the Departments. Students are expected to attend weekly seminars if they are in Saigon.

- the remaining 2 1/2 months:

(for both Sections)

Class Hours

1. Directing and human relations. 30

2. Administrative Cases 30

Administration Section

3. Office Management Administrative analysis. 30

4. Current Administrative problems. 30

Economics-Finance Section

3. International Economics 30

4. Economic planning. . . 30

I. SOCIAL SCIENCES

A. POLITICAL SCIENCE

1) POLITICAL SCIENCE

Objective of the Political science

I. The summary history of political institutions and theories1. Western

The (philosophical) thoughts of Plato, Aristote, Ciceron

The Mediavel Age (Dante, Machiavelli)

Absolute Monarchy and constitutional monarchy (Hobbes, Bodin, (Locke)

The "renaissance" period (Montesquieu, Jean Jacques Rousseau)

The birth of nationalism - The thoughts of Fichte Hegel

The contemporary period: - Capitalism - Communism. Facism - democratic society

New trends of thoughts.

2. Eastern

The Chinese society during the Ancient period -

Political thoughts in Confucianism

Political thoughts of Quan Di Ngo, Ngo Khai, Ve Ung, Han phi Tu, Vuong an Thach, Vuong duong Minh

The reformist school lead by Khang huu Vi, Luong khai Siou (tam dan chu nghia)

Communism in China.

A general view of political thoughts in some other Asian countries (India, Japan)

3. Viet-Nam

The current trend of political thought: personalism.

II. Political life

1. The social and material setting of the political life.
Social Strata and the role of each stratum in the political life of a nation.
2. Political parties.
Types of political parties:
Tendencies, systems, compositions
The participation of political parties into the national political life campaigning, rule, opposition.
3. Pressure groups and public opinion
The influence of pressure groups
The role of public opinion in a democratic regime
The formation and propagation of public opinion. Public opinion poll.

2) THE POLITICAL HISTORY OF VIET NAM (40 hours)

I. The origin of the Vietnamese people

Political and social structures during the Ancient age.

II. The period of Chinese influence

Historical events.

Relationships between the Chinese dynasty and the Vietnamese dynasty (examination of the institutions of 'thu phong', 'trieu cong, su than...)

Political and administrative organizations

Analysis of Chinese influence in the social, cultural, political, economic fields.

III. The period of independence

The birth of the idea of an independent nation

Efforts toward the concretisation of this idea by unique institutions.

The expansion of the national territory.

IV. Influence of the West

The expansion of the Western Empire's power in Viet-Nam: the period of French domination

Colonialism and protectorate

The transformation of the Vietnamese society: the new social classes

Revolutionary movements to liberate the people

Political parties in Viet-Nam

V. The period of restoration of national sovereignty

Second World War and the occupation of the Japanese

The popular revolutionary movements and the decay (depravation) of the French Empire

Movements by cultural and social means

The revolt of March 9, 1945 and its consequences

The conflict between the nationalists and the communists - France's attempt to reoccupy Viet Nam

From December 19, 1946 to July 20, 1954: The war between France and Viet-Nam.

Resistance against the French. Strategy of the Communist party in the execution of the party line and serving the Sino-Soviet bloc.

Bao Dai's return.

VI. Conclusion

The situation of Viet-Nam immediately after the conclusion of the Geneva Accords

3) POLITICAL PROBLEMS (40 hours)

I. The foundation of the personalist Republic regime

II. The characteristic of the personalist Republic regime

III. Government Policy:

a) Foreign policy (with the free world and with the communist bloc and Fran-Asian countries)

- b) Internal policy: anti-communism
- c) Administrative reorganization (organization and training of cadres)
- d) Economic Development (land extension, agrarian reform, establishment of prosperous area (khu tru mat), farmers' association, industrial expansion...)
- e) Social advancement (advancement of labor, social purification...)

IV. Achievements and prospects

4) INTERNATIONAL RELATIONS (40 hours)

Objective of the international relations (subject): the juridical and political aspects.

1. The nation in international public law:

National sovereignty

National territory: territorial changes

The continuity of the nation

Responsibilities of the nation

Treaties.

2. World organizations (with emphasis on the United Nations):

- Political organizations,

- Technical organisations,

- Mediatory judiciary organizations

3. Problems of international relations:

- Disarmament problem

- The problem of military alliance and economic alliance

- Assistance to underdeveloped countries

B. SOCIAL SCIENCE

1) SOCIOLOGY (80 hours)

- The birth of sociology (historical process, present situation)

- Objective and scope of sociology
- The individual society
- The family and other groups
- Social classes
- Rural and urban sociology
 - (setting, inhabitants, customs, habits, activities, thinking...)

2) SOCIAL PROBLEMS (40 hours)

- Development of sociability in social community
- Organization of social and social relief agencies
- Preservation of women and children, assistance to the disabled...
- Social security
- The problem of elimination of illiteracy
- The problem of solving unemployment
- Housing problem
- Community development (improvement of living standards)
- Relief for refugees and immigrants

G. LAW

1) CONSTITUTION

I. General Constitution

1. Types of constitution: written, unwritten, inflexible, inflexible.
2. Formation of the Constitution:
 - Constitutional power,
 - Constitutional methods: democratic and undemocratic methods.

3. Amendments to the Constitution:
 - The right of proposing amendments to the Constitution
 - Organ and procedure for the amendment to the Constitution.
Procedures for the amendments to the VN Constitution.
4. Preservation of the Constitution:
 - The problem of control of the constitutionality
 - Methods of control of the constitutionality
 - Institute for the Preservation of the Constitution
5. Principles of decentralisation:
 - a/ Decentralisation in theories:
 - The view of Montesquieu
 - The view of the French revolutionaries in 1789
 - b/ Application of the principles of decentralisation in political regimes:
 - Executive independence: Presidential system
 - The executive is responsible to the Legislative:
The Cabinet System
 - The Executive dependent upon the Legislative:
The Parliamentary System
6. The idea of democracy: Definition, origin (popular sovereignty and national sovereignty), forms of democracy: direct, semi-direct and parliamentary admin.
7. Elections: Voting right, Electoral systems, voting procedures, organization of election.

II. The 1956 Constitution of the Republic of Viet-Nam

1. Origin,
2. Its characteristics: philosophical basis, anticommunist, the principles of decentralisation, the independence of the judiciary...
3. The rights and duties of the citizen
4. The legislative body: The National Assembly - Form the status of the deputies - internal organization activities. Power.

5. The executive body: The President. Elections, the essentials of the Presidential regime, Power. Relationships with the legislative.
6. The Councils attached to the governmental agencies: The national economic council, Supreme Council of Judges

2) ADMINISTRATIVE LAW (80 hours)

- General principles of public law
- Decentralisation of powers and division of responsibilities
Division of responsibilities between the legislative, executive and judicial branches.
- Outlines of the administrative centralisation, decentralisation and separation of powers (see Administrative organization)
- Elements of a public agency: service, civil servants, and public property.
- Patterns of handling civil service and managing public agencies.
Government-managed agencies, concessions - Semi-public regimes.
Nationalized agencies and national enterprises.
- Activities of the governmental offices - unilateral acts, expropriation, requisitions, administrative contracts and corporations of public services.
- Administrative conflicts. Principal regulations. The rule of law and the rule of administrative responsibility.
- Organization of Administrative Courts: competence and procedures (thu tuc to tung)

3) CIVIL LAW AND JUDICIAL SERVICE (40 hours)

- General principles
- The individual. (His capacity, His family status: the marriage contract (gia thu), and paternal filiation
- Property
- Obligation and contract
- Patrimonial and matrimonial property systems
- Inheritance, donation

- Judiciary organization and civil court procedure

4) PENAL LAW

I. General penal law

A. Crime

1. Factors of crime:

- Legal factors
- Material factors: attempted crime, unaccomplished crime.
- Moral factors: penal guilt (faute penale), penal responsibility; causes of irresponsibility

2. Classification of crime

3. Crime involving civil servants

B. Penalty

1. Purpose of classification, characteristic of each penalty

2. Special case of passing sentences: detention of the guilty, repeated guilt, cases of amnesty...

3. Causes of delay, amnesty and abolition of the penalty

4. Detention system

II. Penal prosecution

A. Penal judiciary organization

- Judiciary police
- public prosecution
- investigation agency
- judiciary agency

B. Penal procedures

- public prosecution and civil prosecution
- cross-examination procedures

- trial procedures
- appeal procedures

5) LABOR LAW (40 hours)

Introduction: (see next page)

- the advantages and nature of the labor law
- the history of the labor law, its origin
- international labor organization.

Part one:

Labor organizations and the relationships between these organizations

- organization of public right in the field of labor: the Labor Department, Labor Services, Advisory committees;
- organization enterprises: societies, syndicates
- Labor groups: associations, syndicates
- cooperation between these organizations
- Labor conflicts and solutions.

Part two:

Personal relationships between the enterprise and its workers:

- functions of the workers;
- functions of the employer:
 - a/ in accordance with contract
 - b/ in accordance with the law.

Part three

General view of the system of social security in Viet-Nam:

- A general view of the problem; Family allowances; Labor accidents;
- Unemployment and workers (nhân công)

Conclusion. The Government's Labor policy and procedures for the implementation of this policy.

6) COMMERCIAL AND MARITIME LAWS (40 hours)

Commercial operations and businessmen

- commercial property
- business societies (societe en commendite, societe anonyme, societe en nom collectif, societe a responsabilite limitee)
- checks
- letter of exchange
- bankrupt and judiciary liquidation
- status of merchant ships
- responsibilities of the ship captain
- sea transportation.

D. ECONOMICS

1) GENERAL ECONOMICS (120 hours)

- a) A general view of the national income: source of national incomes: production - branches of production (industry, agriculture and commerce). The factors of production - organization and patterns of production - the problem of efficiency. The elements of national incomes: capital/investment, consumption and savings.
- b) Commodities price: market - supply and demand on the market with perfect and imperfect competition.
 - Price policy
- c) Money and credit: the monetary aspects:
 - money and price level,
 - credit agencies: banking systems
- d) The distribution of national incomes: incomes of the workers - landowners - capitalists - tradesmen

- e) International trade: the problem of currency exchange:
- balance of trade and payments
 - the external trade policy (free trade and protectionism)
- f) Economic systems:
- general idea of the economic system
 - the constituents of an economic system
 - capitalist economic system
 - collectivist economic system
 - underdeveloped economy.

2) INTERNATIONAL ECONOMICS (30 hours)

- the international economic structure (industrial countries, countries producing raw materials, agricultural countries)
- international trade (trade relations between industrial countries and underdeveloped countries; between the free and communist blocs)
- financial assistance to international trade)
- policies concerning international trade.

3) ECONOMIC PLANNING (30 hours)

- the role of economic planning in the economic development
- the fundamental principles of effective planning
- techniques of mapping out and materialisation of plans (project?)
- comparison of planning in Southeast Asian countries

4) ECONOMIC DEVELOPMENT IN VIET NAM (80 hours)

Historical process of the Vietnamese economy

- period of feudal monarchy
- period of French domination,

- present period of independence.

Analysis of the characteristics of the VN economy

- characteristic of the structure of the Vietnamese economy
- characteristic of the operation (?) of the VN economy
- characteristic of the 'milieu' of the VN economy.

Economic development in Viet-Nam

- objectives of the economic development
- the trend of economic development in Viet-Nam
- measures for economic development in Viet-Nam

5) ECONOMIC PROBLEMS IN VIET NAM (40 hours)

Problems of agricultural development

- land extension
- improvement of cultivation
- agrarian reforms (including agricultural credits)

Problems of industrial development

- conditions for industrial development
- priority industrial branches

Planning for economic development

- fundamentals of planning
- difficulties encounter in planning
- the five-year draft plan (analysis and comments)

E. FINANCE

1. General Finance (40 hours)

- Relationships between public finance and the national economy
- General idea of the budget

- Public expenditures in economic and administrative fields
- Classification of public expenditures
- General view of taxation: direct and indirect taxes
- The impact of taxation of prices level, production and investment levels
- The problem of tax collection and tax transfer
- Public debts (emprunts publics)
- The problem of foreign aid.

2) TAX LEGISLATION (40 hours)

- Existing regulations on taxation: juridical aspects of the execution of regulations on taxation
- the system of direct tax
- the system of indirect tax
- the customs system
- the registration tax system
- study of the effects of the organization of tax-collection agencies on the efficiency of taxes
- functions of the administrative agency in tax collection.

3) ECONOMICS OF FINANCE (40 hours)

1- The financial situation of Viet-Nam

- Expenditures and receipts in the budget
- Budget deficit
- Foreign aid

2- Financial recovery in Viet-Nam

- Budget abalance and the balance of payments.
The administration of foreign aid. Consolidation of the economic structure
- domestic investment (public investment, private investment)

- foreign investment
- foreign aid and investment
- 4) MONEY - BANKING - EXCHANGE (40 hours)
 - Monetary system
 - monetary policy
 - banking system
 - foreign exchange policy
 - credit policy

II. ADMINISTRATION AND PRACTICE

A. ADMINISTRATION

1) INTRODUCTION TO ADMINISTRATION (40 hours)

I. Introduction

II. Administrative functions:

- A. Nature of Administration
- B. The techniques of leadership
- C. Planning
- D. Decision-making and communications
- E. Supervision and coordination
- F. Public relations

III. Administrative structure and procedures

- A. Organizational patterns
- B. Budget administration
- C. Personnel management
- D. The supply agency and other

IV. Administrative responsibilities

- A. Contrasting moral values
- B. Assurance of responsibilities

2) THE VIETNAMESE ADMINISTRATIVE ORGANIZATION

- Fundamental principles in the administrative organization
- A retrospective look at the VN administrative organization before the attainment of independence
- Central administration: The Presidency and dependent agencies, the Departments, Councils and the Interdepartmental Committee
- Local administration: duties of the Government Delegates, Province, District, Canton, Village, Chiefs towns and the prefecture
- Autonomous agencies: organization of some typical public agencies
- Professions, unions.

3) BASIC ADMINISTRATIVE PROBLEMS (40 hours)

A. Civil liberties

- Civil liberties under the Vietnamese Constitution of October 26, 1956
- A summary history of the civil liberties in Viet-Nam
- Present status of civil liberties:
 - a. Individual freedom (or people's freedom)
 - b. Freedom of thought
 - c. Positive liberties in the economic and social fields

B. Control of foreigners

- Immigration problems in Viet-Nam
- Chinese and other foreign residents
- Present regulations on immigration

C. The problems of national defense

- National defense organization and Vietnamese armed forces
- National defense and international security
- Mobilisation of manpower, military conscription
- Economic mobilisation
- Wartime administration

4) PRESENT ADMINISTRATIVE PROBLEMS (30 hours)

The curriculum will be established on an annual basis and emphasis will be placed upon matters of actual concern (in 1959, for example: the problem of rural security; prosperous centers (khu tru mat ?), the establishment of special military courts, reestablishment of the Government Delegations in South Viet-Nam, etc... These problems are but indicative.

5) BUDGET TECHNIQUES AND ADMINISTRATIVE PLANNING (40 hours)

I. Theories of budget administration

General process of the budget:

The system of executive budget - other systems

Definition of the budget: budget classification - Preparation of the financial needs of the agency - Preparation of Presidential instructions.

Establishment of the budget: the role of the executive

Budget procedures of the legislative body

Implementation and control of the budget

II. The Vietnamese budget system

Organization of the agencies in charge of the budget

Procedures for the preparation of the budget

Approval and vote on the budget at the National Assembly

Procedures for budget implementation (thu tục chấp hành ngân sách)

The role of the liquidator

The role of the Director General of the Budget - priority control central accounting

Provincial and village budgets

III. Administrative planning

The importance of planning - Definition and characteristics -

Relationships between management (?) planning and the determination of the budget

Planning techniques:

Determination of purposes and objectives (?) - Analysis and evaluation of the present situation of the objectives - Collection of data - research - Evaluation of resources and needs - money, materials, manpower.

6) PERSONNEL MANAGEMENT AND CIVIL SERVICE (40 hours)

I. Definition and the idea of civil service

II. The present status of civil servants

1. The principles of classification and grading

2. Recruitment requirements

3. Duties of the civil servants

4. Guarantees for the civil servant

5. Advantages of the civil servant

6. Agency for the management of civil servants (?)

III. Civil Service in some countries of Europe, Asia, and America

IV. General principles of the organization and management of governmental offices, supervision of employees

V. Behavior of the civil servant (10 hours)

7) OFFICE MANAGEMENT AND ADMINISTRATIVE ANALYSIS (40 hours)

I. Office management

- the problem of equipment and internal arrangement of the governmental offices
- The problem of division of control responsibilities and decting the work schedule
- Guidebook for the civil servant and its usage
- Organisation of the correspondence and file room
- Establishment and control of the forms and reports

II. Problem solving

- A. Determine the problem and objectives
- B. Collect data (facts)
- C. Classification and analysis of the data
- D. Explore and report on the results
- E. Execution and follow-up - The function of supervisor(s) and substitute

III. Study techniques

- A. Study of the organization
- B. Study of the methods of work simplification
 1. Analysis of the procedures
 2. Estimation and division of work
 3. Work flow
 4. Standardization of work quantity and quality

8. DIRECTING AND HUMAN RELATIONS (30 hours)

I. Object of the Supervision and Human relations subject

II. Some basic concepts of social psychology

- Cause of action
- The formation of attitude, thought and individuality
- Group - Group dynamics - Collective spirit - Directive

III. The techniques of directing and human relations:

- Interest in work. Relationships between pleasure in work and efficiency
- The function of the supervisor: planning, organizing, directing, coordinating, training, maintaining and developing the morale of the employees, self-improvement
- Attitude and ways of behaving of the supervisor in regards to his substitutes, equals and his superior.

IV. Public relations

- Fundamental principles - The techniques of communication and contact with the public - Applicable measures in the present situation

B. PRACTICE

I. Administrative accounting (40 hours)

A. Definition of accountings:

- Business accounting and administrative accounting - Public property (public funds and public property)

B. Execution of the budget:

- Fiscal year - Extension of the fiscal year
- Administrative

C. Collection:

- The classification of taxes for collection
- Direct tax - indirect tax - taxes collected by liquidation - tax collected from commercial enterprises - taxes collected by...

D. Expenditures:

- General idea of the receipts and expenditures
- Accounting of estimated expenditures
- Use of funds: presentation of invoices - liquidation - control of estimated expenditures - proposed expenditures

- Payment orders: Definition - kinds of payment order - list of payment orders issued - certificates - administrative affidavits - refusal to approve payment orders - expenditures for the preceding fiscal year and overdue expenditures.
- Exceptions - Advance funds - reserve funds - secret funds

E. Salary:

- Types of salaries (??) - types of allowances (?) pension

G. Materials

- Contracts
- Accounting of materials - supplies in stock, supplies used - materials transformed or manufactured - real estates

2) BUSINESS ACCOUNTING (40 hours)

- Definition of accounting - objectives - use - classification of accounting the fundamental elements of accounting - Accounting books - Bookkeeping accounts - concept of debit and credit of an account.
- Principal accounts: capital account - fund account - bank treasury accounts - creditor's account - other accounts of general expenses and general concept of the balance sheet.

Year-end inventories: the accounts - investment - deposits - temporary receipts - temporary expenditures - bills of exchange - excessive receipts - control of record books - liquidation.

3) STATISTICAL METHODS (30 hours)

- A general idea of statistics: mathematical statistics, statistics of accounting - economic statistics.

- Presentation of statistical data:

Statistical tables. Graphics (pictographs. Statistical diagrams of time.)

Problems on rates - ratios, percentages (emphasis on the indexes.)

The use of machines, electricity and electronic devices
in making use of statistical data.

Common electrical machines used for addition and subtraction. Electrical calculators used in solving problems of multiplication, division and used for statistical machines. The usage of statistical machines. Principles of electronic computers.

- Applied index Number construction

Index of consumption prices of the Vietnamese; Index of wholesale in Viet-Nam. Construction of the index table and industrial production appropriate in Viet-Nam.

- The concept of time serie and periodical movements

4) RESEARCH METHODS (40 hours)

Social science and applied methods

I. Information research methods

- Methods of establishing catalogues - analysis of the information.

II. Methods of direct observation

- Investigations - the techniques of interview - applied techniques (statistics)

III. The comparative method

IV. The application of the results of research and study

5) DRAFTING AND FILING OF CORRESPONDENCE

I. The forms of styles used - commonly used modes of presentation -

Forms of style used - commonly used modes of presentation - commonly presented subjects.

II. Forms of correspondence - contexts - Administrative vocabulary - administrative style.

III. Filing of correspondence - organization of the file room -
establishing filing, maintaining and looking for records

6) ADMINISTRATIVE DECISION (making?) THROUGH CASES (30hours)

"A case is essentially the history of a single administrative decision, action, or operation. It is usually not fictional, nor is it a complete record of events. It only selects the relevant, and therefore gives a more streamlined, orderly presentation of facts than is generally available to an administrator in the midst of the fray."

Emphasis will be laid on the participation of the students in the discussion about the prepared "cases" under the guidance of a professor in order to acquaint them with critical thinking before a new situation posed by the "cases."

INTERNSHIP

Administration Section	{	5 months in the provinces
	{	2 months and a half in central agencies
Economics-Finance Section	{	2 1/2 months in the provinces
	{	5 months in central offices

- During the internship period in central agencies, students are expected to attend:

- Seminars on "exchange of internship experience"
(a) 20 40

- Lectures on "important technical problems"
(b) 20 40

(a) exchange of internship experience:

The students will raise questions (concerning the theories which are put into practice, as well as the organization and operation of the agencies to which they were assigned, and

especially the implementation of administrative, or economic and financial regulations,) the difficulties encountered in preparing essays on internship -- known as special tasks -- under the guidance of two professors of "important technical problems."

The students will attend lectures on certain problems within the field of the agencies which are giving orientation to the students (as the Interior Department, the Prefecture, the Economy Department, the Planning Directorate, the General Directorate of Budget, the National Bank of Viet-Nam, the General Commissariat for Cooperatives and Agricultural Credit, General Commissariat for Land Reform...) in order to supplement the knowledge they acquired during the internship period.

Lecturers will be high ranking civil servants or technical civil servants working at agencies to which the students were assigned.

Topics will vary each year, but are always aimed at supplementing theory knowledge with practice:

- reconstruction and city planning in Viet-Nam
- organization and operation of the people's selfdefense corps and rural police
- rural education and the elimination of illiteracy
- activities of the Civil Guards and measures for the full use of their capacities
- the coordination of local security forces
- relations between the local administration and the armed forces
- the problem of customs on the VN-Cambodian frontiers

- the rice market in Viet-Nam
- the currency exchange policy and the foreign currency free market in Viet-Nam
- improvement in the estimation and execution of the budget since 1956
- economic planning in Viet-Nam
- the role of cooperative, farmers' associations, agricultural credit in the field of agricultural expansion and economic development.

PRACTICAL PROBLEMS AND CURRENT EVENTS

The study curriculum of the Institute is designed not only to provide the students with theoretical instruction and practical training.

The meritorious administrative cadre should fully understand the practical aspects and the difficulties encountered in the execution of the Government's policy.

The meritorious administrative cadre should constantly follow and attain an understanding of the evolution of the current international and internal events, in order to strengthen one's nationalist stand and remain unwavering in face of important events, and frustrate the enemy's fallacious propaganda.

Therefore, besides theoretical and practical subjects, the student of the National Institute of Administration should attend:

1. Lectures on the actual situation of certain problems, conducted by highranking and experienced technical civil servants. They will stress on the practical aspects, so that the student can realize the difficulties and obstacles--whether subjective or objective--which are to be faced by the future administrative or

economic financial cadre.

These lectures, held for students of the second and third year, are organized according to a continuous program which is subject to change every two years and covers from 60 to 70 hours a year.

2. Lectures on current international and domestic events, especially on the Presidential communiques, statements, speeches; the news on the achievements scored by the Government of the Republic of Viet-Nam, and news of the failures and decay of communism.

The speaker is appointed by the Information Department to lecture one hour a week for students of all the three years.