

REPUBLIC OF VIET-NAM

NATIONAL INSTITUTE OF ADMINISTRATION

Catalogue, 1957-1958

4, Alexandre de Rhodes Street

SAIGON

Republic of Viet-Nam

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I. ACADEMIC CALENDAR

February 5, 1957

- Departure of graduating students, after final examinations, for their six months military training.
- Beginning of field work period in the provinces for third year students (Graduating Class II).
- Classes begin for second year students (Graduating Class III).
- Night classes begin.
- Classes begin for first year students (Graduating Class IV) and for students of the High Plateaux Section (Graduating Class V).

June 10, 1957

- Classes end.
- Graduation examinations for Night Courses.

July 1 to 31, 1957

- Advanced military training for first and second year students.

July 15, 1957

- Field work in provinces ends for third year students.
- Field work in central agencies ends for third year students.

August 15, 1957

- Classes reopen.

November 18, 1957

- Entry competition for the fifth Graduating Class.

December 19, 1957

- Promotion examinations for first year students (Preparatory section and High Plateaux section) and for second year students (Administrative section and Economics-Finance section).

December 22, 1957

- Classes end.
- Graduation examinations for Night Courses.
- Graduation examinations for third year students (second Graduating Class) and for High Plateaux Section (Second year).

January 1-31, 1958

- One month military training for first and second year students.

January 6-11, 1958

- Oral examinations for Night Courses.

February 1, 1958

- Beginning of six month's military training for graduating students.

II. PERSONNEL OF THE INSTITUTE

Director of the Institute:

Vu Quoc Thong,

Docteur en Droit (University of Hanoi, 1940).
Diplome d'Etudes Superieures d'Economie
Politique et d'Etudes Juridiques Indochinoises.
Vice President of the National Assembly. Former
Secretary of State for Health and for Social
Welfare. Professor at the Faculty of Law of
the National University.

Deputy Director:

Nghiem Dang,

Licencie en Droit (University of Hanoi, 1937).
Laureat de la Faculte. Diplome d'Etudes
Juridiques Indochinoises (1938). Professor
at the Institute.

FACULTY

Professor:

Le Dinh Chan,

Docteur en Droit (University of Saigon, 1954).
Diplome d'Etudes Juridiques Indochinoises
(University of Hanoi, 1941).

Professors, half-time:

Luu Van Binh,

Docteur en Droit (University of Montpellier,
1949).

Phan Tan Chuc,

Docteur es Sciences Economiques (Faculty of
Law at Toulouse, 1954). Diplome des Sciences
Politiques.

Nguyen Do,

Docteur en Droit (University of Paris, 1951).

Nguyen Cao Hach,

Agreee, Sciences Economiques (Faculties of
Law of France) 1956.

Nguyen Tan Thanh,

Docteur en Droit (University of Paris, 1953).

Assistant Professors:

Nguyen Nhu Cuong,

Licencie en Droit, Diplome (Advanced School of
Pedagogy), Diplome des Etudes Superieures
d'Economie Politique et de Droit Prive
(University of Saigon, 1954).

Tran van Dinh,

Licencie en Droit, Diplome d'Etudes Superieures
de Droit Public (University of Hanoi, 1951).

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Truong Ngoc Giau, Licencie en Droit, Diplome d'Etude Superieurs de Droit Public (University of Saigon, 1955).

Tran Van Kien, Licencie en Droit (University of Hanoi, 1951), Diplome d'Etudes Superieurs de Droit Public (University of Saigon, 1953).

Vu Uyen Van, Diplome (School of Advanced Indochinese Studies, 1928).

Assistant Professors, half-time:

Vuong Van Bac, Licencie en Droit, Diplome d'Etudes Superieures de Droit Public et de Droit Prive (University of Hanoi, 1954).

Nguyen Khac Nhan, Licencie en Droit, Diplome d'Etudes Superieures de Droit Public et de Droit Prive (University of Saigon, 1954).

Thanh Ng Nhien, Licencie en Droit (University of Hanoi, 1939), Diplome d'Etudes Juridiques Indochinoises.

Ton That Thien, First part of the Doctorat es Sciences Politiques (Geneva, 1954), Press Secretary at the Presidency of the Republic.

Nguyen Manh Tu, Licencie en Droit, Diplome des Etudes Juridiques Indochinoises (University of Hanoi, 1944).

Lecturers:

For the First Semester, 1957-1958:

Le Van An, Inspector General of Administrative and Financial Services.

Tran Van Chi, Director of General Administration and of Legislation, Department of Interior.

Bui Quang Minh, Statistician, Institute of Statistics and Economic Studies, Department of National Economy.

Vu Vinh Thang, Director of Taxation.

Dao Van Ky, Chief, Service of Audits and Prosecutions, General Directorate of Taxes.

Le Van De, Inspector of Taxation.

Nguyen Sanh Sam,

Nguyen Van Du, Chief of Service at the General Directorate of Taxes.

Nguyen Dinh Cu, Chief, Service of Legislation and Conflicts, General Directorate of Taxes.

Vu Thien Vinh, Central Inspector, General Directorate of Taxes.

Nguyen Dang Uns, Director of Indirect Taxes.

Huynh Van Thanh, Chief of Service, Directorate of Land Registration.

Nguyen Duc Mau, Controller, Directorate of Land Registration.

Nguyen Dinh Can, Bureau Chief, Directorate of Land Registration.

Le Dinh Nho,

Nguyen Van Dang, Professor, former Cabinet Director of the Department of National Education.

Ha Nhu Chi, Deputy, National Assembly.

Tran Van Binh, Professor, former Assistant to the Chief of the Province of Cholon.

Nguyen Van Huan, Technical Assistant at the Presidency of the Republic.

Nguyen Quang Nha, Inspector of Finance.

For the Second Semester, 1957-1958:

Duong Tan Tai, Counsellor at the Presidency of the Republic.

Nguyen Le Giang, Inspector General of Labor.

Nguyen Huy Thanh, Chief of Service, Department of Finance.

Tran Van Phong, Chief of Cabinet, General Directorate of the Budget and Foreign Aid.

Nguyen Xuan Khuong, Principal Engineer of Land Survey, Professor at the Advanced School of Public Works.

Cao Huu Dong, Doc Su at NIA.

Vu Kbac Khoan, Professor at Lycee Chu Van An.

Personnel of Michigan State University
Viet-Nam Advisory Group associated with NIA:

Denzel L. Carmichael, B.S. (Ball State Teachers College, 1943), M.B.A. (Indiana University, 1949), Ph.D. (Ohio State University, 1954).

John T. Dorsev, Jr., A.B. (University of Alabama, 1949), M.A. (University of Alabama, 1950), Ph.D. (University of Alabama, 1955).

Richard K. Gardner, A.B. (Middlebury College, 1950), Diplome de Litterature Francaise Contemporaine (University of Paris, 1954), M.S. in Library Science (Western Reserve University, 1955).

James B. Hendry, A.B. (College of William and Mary, 1946), M.A. (Columbia University, 1951), Ph.D. (Columbia University, 1955).

Estelle F. Knox, B.S. (Simmons College, 1940).

Leonard Maynard, B.A. (University of New Mexico, 1949).

John D. Montgomery, B.A. (Kalamazoo College, 1941), M.A. (Kalamazoo College, 1942), M.A. (Harvard University, 1948), Ph.D. (Harvard University, 1951).

Marvin H. Murphy, B.A. (Michigan State University, 1942), MPA (University of Michigan, 1949).

Dale Rose, B.A. (University of Minnesota, 1953), M.A. (University of Minnesota, 1954).

Albert A. Rosenfeld, B.S.C. (Temple University, 1935), M.A. (University of Pennsylvania, 1939).

Robert G. Scigliano, B.A. (University of California, Los Angeles, 1950), M.A. (University of California, Los Angeles, 1952), Ph.D. (University of Chicago, 1957).

Molly Snyder

Wayne W. Snyder, B.A. (University of California, Los Angeles, 1949).

Lloyd W. Woodruff, B.A. (University of South Dakota, 1943), M.S. (University of Denver, 1947), Ph.D. (University of Minnesota, 1957).

III. GENERAL ORGANIZATION OF THE INSTITUTE

A.-- HISTORICAL BACKGROUND.--The National Institute of Administration of Viet-Nam developed from the former National School of Administration at Dalat which, since 1953, had had the responsibility of training administrative personnel for the State of Viet-Nam. In 1955, the Government recognized the need of the new State for an effective administrative system. It was decided to reorganize this center for the training of civil servants. The former school was transferred to Saigon and christened the National Institute of Administration. A technical assistance contract was signed with Michigan State University to provide the new institution with financial and technical means for its new development.

B.-- OBJECTIVES AND ORGANIZATION.--Arrete No. 483-PTT/TTK of August 19, 1955, amended by Arrete No. 382 TTF/TTK of August 30, 1957, which established the N.I.A., defined the following objectives for the new agency:

- To prepare personnel for Category A of the national civil service by modern training in public administration;
- To ensure in-service training for civil servants and government employees;
- To provide consulting services on problems of public administration for ministerial departments and other government agencies;
- To undertake research, surveys, and studies in public administration in Viet-Nam and in foreign countries;
- To establish and operate a library of administrative sciences and practices, to develop a documentation in public administration, and to take part in exchanges of information with foreign countries.

These different objectives are assigned to the three Divisions which make up the N.I.A.:

- Division I: Teaching
- Division II: In-Service Training
- Division III: Research and Documentation

C.--ADMINISTRATION AND DIRECTION.--

ADMINISTRATION. The N.I.A. is an agency attached directly to the Presidency of the Republic. It is under the general control of a Council of Administration composed of:

- A Representative of the President (Chairman)
- A Representative of the Secretary of State for Interior
- A Representative of the Secretary of State for Foreign Affairs
- A Representative of the Secretary of State for Finance
- A Representative of the Secretary of State for Economy
- A Representative of the Secretary of State for Education
- A Representative of the Secretary of State for National Defense
- The Director General of the Civil Service
- The Director General of Planning
- The Director General of the Budget and Foreign Aid
- The Dean of the Faculty of Law
- The Director of the N.I.A.
- A Representative of the Secretary General at the Presidency
- The Chief of the Administrative Service of the N.I.A. (Secretary)

DIRECTION. The N.I.A. is directed by a Director and a Deputy-Director, with the assistance of two organs:

1. The Executive Committee, composed of the Director, the Deputy-Director, and the Division Chiefs;
2. The Academic Council, composed of the members of the Executive Committee, the Professors, and the Assistant Professors.

In addition, the Disciplinary Committee, composed of the Director, the Deputy-Director, two Professors, and a Representative of the Students, is responsible for all questions related to the discipline of the students.

D.--FUNCTIONING.--

1. PERSONNEL. To manage the Institute, the Direction is assisted by an administrative staff and a faculty. The faculty is composed of both permanent and temporary personnel. The permanent personnel includes both professors and assistant professors working either full or half-time, while the temporary personnel consists of lecturers chosen from among higher civil servants on active service.

The permanent personnel, in addition to their teaching responsibilities, are assigned by election of the Academic Council to the three Divisions of the N.I.A. where they assume the responsibilities of Division Chief or Section Chief.

Since its founding, the Institute has also accepted the collaboration of an American staff consisting of Michigan State University professors. This collaboration takes place within the framework of the technical assistance program of the M.S.U. Vietnam Advisory Group, and involves teaching as well as research activities.

2. STUDENTS

Admission requirements

In addition to the regular students who constitute the largest proportion, N.I.A. admits other categories of students each year: Auditors and Night Course students.

Regular Students: Regular students are enrolled either in the Normal Curriculum of three years or in the Advanced Studies Curriculum of one year for each of the three sections: Administration, Economics, and Finance.

Students are selected for enrollment in the Normal Curriculum by a competitive examination, held each year in early December. This examination is open to Vietnamese citizens of either sex who meet the following conditions:

- The candidate must have the full Baccalaureate, or be a civil servant of the "Tham Su" cadre (intermediate cadre of the bureaus).
- The candidate must be more than 18 and less than 25 years of age by December 31 of the current year. (However, the upper age limit can be higher for candidates who are civil servants, according to the number of years of past service in the administration.)
- The candidate must meet prescribed minimum physical standards.

The number of places open to competition varies each year. The examination consists of several parts: a composition in Vietnamese, two foreign language tests (French and English), an examination in history and geography, and the physical examination.

A special competition, in which the conditions required are less severe, is provided for citizens coming from the High Plateaux.

Students must in addition agree to serve in the administration for a minimum of ten years after graduating from the Institute.

The Advanced Studies Curriculum is open to graduates of the Institute or of other institutions of higher learning.

Auditors: Auditors can be admitted to the first and second year courses of the Normal Curriculum at the discretion of the Director of the Institute, after obtaining the opinion of the Council of Administration. Upon completion of the second year, Auditors who pass the examinations are granted a Diploma of Administrative Sciences.

Graduates of the Night Courses curriculum and civil servants of the "Tham Su" cadre may be admitted to the Advanced Studies Curriculum as Auditors.

Night Course Students: Students may compete for entry to the Night Courses if they either have the Diploma of Studies of the first cycle or an equivalent diploma. The Executive Committee can waive this requirement for applicants who are of the level of studies of the first cycle and have at least two years of experience in public or private administration.

Whenever the number of places available in the Night Courses is greater than the number of applicants, persons who meet the above conditions may be admitted without competitive examinations.

Students admitted to the Night Courses may choose either the Public Administration Section or the Economics and Finance Section. Each Section includes both required courses and elective courses among which students may choose.

Certificates are awarded in each course to students who pass the final examinations. When a student has earned six certificates of which four are for the required courses in one of the two Sections, he is awarded a graduation diploma of Public Administration or Economics and Finance.

General Features of N.I.A. Programs

Studies are free for all categories of students. Each semester is four months long, the first beginning about mid-February and the second about mid-August.

Special Dispositions Affecting Regular Students: Regular students must live on the N.I.A. campus in a dormitory.¹ All hold State scholarships. However, students who are civil servants (contractual, daily, or cadre personnel) retain throughout their period of studies their rights to salaries and indemnities, and to the advancement provided for by their former statute.

Studies last three years and are conditioned upon passage of an examination at the end of each year. Moreover, between semesters students take military training at the Interservice Military School at Dalat.

¹ At present, because of the lack of facilities, this provision is not in effect.

The course work in the first year is of a general and preparatory character. Second year students have to choose between the General Administration Section and the Economics and Finance Section. This specialization is carried even further in the third year.

The training in the third year includes field work as a major part of the program. A certain number of special courses is also provided. The list of these special courses is established each year at the reopening of classes by a committee presided over by the Chairman of the N.I.A. Council of Administration and including the Director General of the Civil Service, the Director General of Planning, the Director General of the Budget and Foreign Aid, and the Executive Committee of the Institute. This committee also supervises the division of students into the General Administration and Economics and Finance sections, according to the needs of the Government.

The field work period involves:

for the General Administration Section (third year)

- an assignment of five months in the provinces (1st semester);
- an assignment of two and a half months in a central agency (2nd semester);

for the Economics and Finance Section (third year)

- an assignment of five months in a central agency (1st semester)
- an assignment of two and a half months in the provinces (2nd semester).

After the final examination for graduation and before being appointed, students complete their cycle by six months of active military service.

Special Dispositions Affecting Students from the High Plateaux:

Students of this category are governed by the same arrangements as the Regular Students (dormitory residence, scholarships, etc.), but the duration of their studies is limited to only two years.

3. ORGANIZATION OF THE DIVISIONS

Division I: Teaching

The responsibilities of this Division, with a Professor as its Chief, is to supervise the program of studies and the conduct of examinations at the end of each year and at graduation. Its activities are carried out by the six Sections of the Division:

1. Preparatory Studies Section (first year courses)
2. General Administration Section (second and third year courses)
3. Economics and Finance Section (second and third year courses)
4. High Plateaux Section (first and second year courses)
5. Night Courses Section
6. Advanced Studies Section

Division II: In-Service Training

This Division has general responsibility for programs of in-service training for civil servants. It also organizes certain training courses itself.

Division III: Research and Documentation

There are four Sections in this Division:

1. Publication Section, responsible for the editing, translation, and publication of basic works which can serve as textbooks for the students;

2. Research Section, responsible for the coordination of research projects and for organizing interdepartmental research conferences;
3. Liaison Section, concerned with relations between the Institute and Government departments;
4. Library Section, charged with the development and operation of a library available not only to the students of the Institute but also to civil servants responsible for research in all Government departments.

The Association for Administrative Studies

In addition to the activities outlined above, the Research Division has undertaken the establishment of an Association for Administrative Studies. The aims of this association are to promote the development of the administrative sciences, the improvement of the functioning of the public administration, the perfecting of administrative methods and techniques, and the progress of the national administration.

This Association was authorized to engage in its activities throughout Viet-Nam by Arrete No. 45-BVN/ of August 21, 1956.

An administrative journal entitled Administrative Studies, a publication of liaison for the Association, is published beginning in September 1957.

IV. EXCERPTS FROM THE ADDRESS OF THE DIRECTOR
OF THE INSTITUTE ON THE OCCASION OF THE
GRADUATION OF THE FIRST CLASS, AUGUST 27, 1957

This graduation ceremony today is of particular importance because it marks a milestone in the progress of the National Institute of Administration in both its Normal Curriculum and its Night Courses--particularly in the former. Since our academic program is intended to prepare executives for the administration of the Republic, we can say that this graduating class is the first trained in the new spirit, which will go out to all parts of the country in the administrative, economic and financial services.

Today's ceremony is not intended to commemorate a beginning, but rather to mark a stage in the attainment of maturity.

With the graduation of this first class, the National Institute of Administration completes the consolidation of its definitive foundations. I believe that an outline of these foundations is the best way to indicate the true value of the training which this graduating class has received.

One of the most basic characteristics of the Institute has been the adaptation of its curriculum to the demands of the times. As a matter of fact, the Institute can be said to have begun with a transformation--that which the National School of Administration of Dalat underwent in the autumn of 1955.

More than a transfer from one place to another, more than a mere change of name, this transformation was born of the recognition of new needs in our administration at the moment when our country regained its independence, with all the immense needs for staff which the exercise of the attributes of sovereignty requires.

It had become clear that the School at Dalat, with its curriculum oriented almost exclusively toward purely legal studies, was not appropriate to develop responsible administrators for an independent State which intended to transform an economically and socially underdeveloped country into a progressive democracy.

We do not wish to deny that legal training, which most of us received in French or in mixed Franco-Vietnamese universities, can give the student a profound and subtle critical mind, a marvellous instrument of analysis, permitting him to adapt himself easily to all the situations of life.

But carried to an extreme, and neglecting the developments in the social sciences in modern countries, this exclusively legal training produces students with a penchant for abstract reasoning at the expense of observation of reality, for paying more attention to form than to substance, for giving "the regulations" precedence over the demands of the situation for creative and concrete action with its necessity for courageous

acceptance of the risks which any action involves. In short, a predominantly legal training tends to render one negative and conservative--just at the moment when the country needs men of action, oriented to the future.

Precisely for this reason the first reform carried out by the National Institute of Administration was in its curriculum. The period of studies was extended from two to three years, and the subjects taught were modified so as to establish a balance between the juridical sciences and the latest developments in the social sciences. Modern subjects were introduced, such as administrative science, the management of enterprises, human relations, and organization and methods. At the same time the classical subjects in the social sciences such as economics, finance, sociology and history were given increased attention. With these changes the Institute was no longer, as was sometimes said, a branch of the Faculty of Law. It had become a cultural center in its own right. This new orientation was achieved in large part by the Vietnamese faculty, aided in its efforts by the professors and experts of Michigan State University. May I take this opportunity to present to them our sincere thanks through their representative who is present at this ceremony.

Simultaneously with these changes in the curriculum the Institute enlarged its field of activities. In addition to the development of administrators for the higher civil service, its principal mission, the Institute began a program of in-service training, and set up a Division of Research and Documentation

charged with centralizing documents on our country, as well as the texts of laws and regulations currently in effect, and with undertaking the study of certain Vietnamese administrative problems.

Evolution is thus the most characteristic feature of the Institute. As additional evidence for this statement, the curriculum, already modified as just outlined, is again going through a profound change. These consecutive modifications, carried out in a relatively short period of time, have aroused among some a certain concern as to the utility of these solutions. Actually, such concern is groundless, for rational evolution is not a sign of disorder but is the sine qua non of progress. A state of stagnancy has always meant the deathknell of ideas and of progress. It is with this thought that the ancients maintained that "New days renew themselves without end." The essential thing is that evolution should take place in the light of science and by the test of experience, and not as a result of hasty and subjective judgments.

Constructive criticism, examined and used objectively, is a method of rational evolution. It is the method which has been applied in the modification of the NIA program. The first modification, if I may be permitted to recall it again, was based on the critica idea that the curriculum was oriented too much toward the law. The more recent change came from the critical idea that the curriculum was too theoretical and neglected practical training and particular case studies.

Naturally, these criticisms could not be accepted without qualifications. Without general theory, practical experience and case studies can lead only to disparate and profitless observations. "Ignorance was never useful to anyone," as a philosopher has put it. Nevertheless, the faculty of the Institute recognizes that, to a certain extent, the idea is worthy of consideration. The program has been partially modified as a consequence.

Under the new program currently being put into effect at the Institute, the first year is devoted to theoretical studies, the second to the study of specifically Vietnamese problems, while the third is kept flexible and open to the study of current problems of interest to Viet-Nam and to research in specialized fields.

Moreover the program of practical training and field work has been strengthened and readjusted; at the Institute the student familiarizes himself with essential administrative methods, in the field he visits successively the principal administrative agencies and completes assignments in the Ministries and in regional administrative units. With this curriculum, the Institute hopes to achieve a balance between theory and practice, so that when the student leaves he will be prepared to face the most concrete problems without apprehension and uncertainty; at the same time he will have enough basic knowledge to see the long range objectives beyond the day-to-day realities. In other words, he will not find himself in the situation of "not being able to see the forest for the trees."

The spirit of reform has been manifested not only in the establishment of the curriculum, but also in the choice of teaching methods. The weakness of the old system of university education, whereby the professor reads a prepared course to the students, has been recognized for some time. In the beginning of the last century did not Fichte, the great German educator, compare this kind of professor to a machine for distributing ready-made knowledge? Such a performance can be completely superfluous, especially in our days, when printing has made tremendous progress. On the other hand, nothing can replace the professor who guides his students in the choice which they make for themselves of a road to follow in the world of thought.

In the light of these considerations, the faculty of the Institute has adopted several modern methods of teaching, supplementing the classical system. Following the lectures, we have instituted discussion sessions, where the professor does nothing but orient and coordinate the discussion of the students. In addition the professors give some of the students research assignments as a means of contributing to the program under the general direction of the professor. Audio-visual techniques are widely employed in appropriate circumstances. Lectures followed by debates and seminars are frequently organized to intensify participation and to awaken the initiative of students.

Finally, a spirit of teamwork has developed. While awaiting the construction of a campus which will serve as a basis for a healthy collective life, the students of the NIA have already formed a club which they direct themselves. The division of the students into work-groups in class as well as during internship has no other aim than helping the students to familiarize themselves with methods of teamwork.

Our graduates, who are today leaving the school, can remain within the large family of the NIA, if such is their desire. In effect, with the approval of the President, the Institute has decided to establish next year three Sections for advanced studies, specialized in problems of administration, economics, and finance. Graduate students will thus be able to continue their studies in these three sections.

V. SUMMARIES OF N.I.A. CURRICULA

A. The Normal Curriculum

First Year:

Courses

1. Introduction to Public Administration
2. Constitutional Law
3. Administrative Law
4. Civil Law and Judicial Organization
5. General Economics
6. Public Finance
7. International Public Law
8. Economic Systems

Practical Training

1. Drafting administrative documents
2. Applied Statistics
3. Visits to Government agencies
4. Accounting practices

Second Year:

Courses and Practical Training in Common

Courses in common:

1. Vietnamese Administrative Organization
2. Political Problems
3. Financial Administration of Viet-Nam
4. Tax Legislation

Practical training in common:

1. Visits to Government Projects
2. Human relations
3. General administrative practices
4. Budgeting
5. Organization and methods

Courses for the General Administration Section:

1. The Civil Service
2. Labor Legislation
3. Criminal Law
4. Basic Administrative Problems

Courses for the Economics and Finance Section:

1. Economic Problems
2. The Vietnamese Economy
3. Economic Planning and National Income
4. Commercial and Maritime Law

Third Year:

Field work in central and provincial agencies

Course in common:

1. Administrative Planning

Courses for the General Administration Section:

1. Exchange of Practical Experiences
2. Judiciary Investigations

Courses for the Economics and Finance Section:

1. Exchange of Practical Experience
2. Practice in Specialized Techniques

B. The Advanced Studies Curriculum

ADMINISTRATIVE SECTION

1. Compulsory subjects

- a. Political Science
- b. Advanced Comparative Study of Administrative Law
- c. Budget and Fiscal Policy and Methods
- d. Research Methods

2. Optional subjects

- a. Social Psychology
- b. Comparative Study of the Constitution
- c. International Political Problems
- d. In-Service Training
- e. Administrative Psychology

FINANCIAL SECTION

1. Compulsory subjects

- a. Economics of Finance
- b. Taxation
- c. Budget and Fiscal Policy and Methods
- d. Money and Banking

2. Optional subjects

- a. Statistics as applied to Finance
- b. The Financial Problems of Warfare
- c. The Economic and Financial Aspects of International Aid and Assistance
- d. Administration in Private Business

ECONOMICS SECTION

1. Compulsory subjects

- a. Advanced economics
- b. International Economics
- c. Economic development
- d. Money and Banking

2. Optional subjects

- a. Economic theories
- b. Economic aspects of labor problems
- c. Economic assistance
- d. Statistics

C. The Curriculum of Night Courses

1. Public Administration

- a. Introduction to Administration
- b. Vietnam's Political and Administrative Organization
- c. Administrative Law
- d. Topics on Administration
- e. Constitutional Law
- f. Personnel Management

2. Economics and Finance

- a. Economics
- b. Finance
- c. Matters Related to the Economic Development of Vietnam
- d. Administrative Accounting
- e. Money and Banking
- f. Statistics

VI. CURRICULUM OF THE NATIONAL INSTITUTE OF ADMINISTRATION

The purpose of the Institute is to train executive personnel in order to provide them with:

- full technical ability in administrative, economic, and financial matters;
- sufficient academic background to implement government programs.

In order to achieve these aims, the training program of the Institute is conducted as follows:

1st Year: General and theoretical subjects, but with practical examples and materials taken from Vietnamese administration.

2nd Year: Advanced analysis of Vietnamese administration (organization, procedures and regulations).

3rd Year: Specialized courses related to current problems of Vietnamese administration, or to selected issues of special interest, according to the needs of the various departments.

The curriculum consists of:

- I. Academic studies
- II. A practical administrative work program
- III. Field Work
- IV. Conferences and seminars

Part I - Academic Studies

The scholastic year is divided into two semesters. Five courses are given during each semester. Each course covers from 35 to 40 hours. The portion of time devoted to practical work in each course may not exceed one-eighth of the total number of hours of the course.

First Year - General Section

1) Introduction to Public Administration

Comparison of public and private administrative organization.

Individual attitudes and behavior in organizational settings.

Application of these ideas to various public agencies.

Study of maximum utilization of manpower; the exercise of authority.

Communications and coordination.

Methods of increasing efficiency.

Problem of cost in organization and operation of public services.

Systems of control in the administrative machinery.

2) Constitutional Study

Notions of State and sovereignty. Forms of government. Democracies and dictatorial regimes, the organization of public powers.

Constitutional history of Vietnam.

Present constitution of Vietnam.

3) Administrative Law

General principles of public law.

Separation of powers. Separation of legislative, executive, and judicial functions.

Administrative decentralization. Centralization. Territorial decentralization and deconcentration.

Elements of a public agency: service, personnel, and public property.

Patterns of handling civil service and managing public agencies. Government managed agencies, public establishments, concessions, semi-public regimes, nationalized agencies, and national enterprises.

Means of action of public agencies: unilateral acts, expropriations, requisitions, administrative contracts, corporations of public services.

Administrative conflicts. Basic principles. The rule of law and the rule of administrative responsibility.

Organization of administrative courts. Their competence as compared with the constitutional court and common law courts.

Administrative court procedures.

4) Civil Law and Judicial Organization

General principles.

The individual. His capacity. His family status: the marriage contract and paternal filiation.

Property.

Obligations and contracts.

Patrimonial and matrimonial property systems.

Inheritance, donation.

Judicial organization and civil court procedure.

5) General Economics

General concepts of national income: rudiments of the computation of national income, and national product.

Elements of national income: problems of production, branches of production (industry, agriculture and commerce). Factors of production: organization, patterns of production.

Cost and price: the market; supply and demand on the market; perfect and imperfect competition. Price policy.

Money and credit. Money and the price level. Credit agencies; Banking systems.

Distribution of national income: workers, landowners, capitalists, businessmen.

International trade; problems of currency exchange. Balance of trade and payments. Foreign trade policy; free trade and protectionism.

6) General Aspects of Finance

The Budget.

Basic principles of budgeting.

Relationship between the executive and legislative branches in budget formulation and execution.

Budget execution and control: allotments, pre-audit.

New concept of the interdependence of the budget and the national economy.

Taxation. Direct and indirect taxes.

Influence of taxation on the level of prices, production, and investment.

Tax collection and tax transfer problems.

The problems of public loans.

7) International Public Law

States (components, competence, formation, modification).

International organizations: United Nations, other international agencies, regional organizations.

Territory: land, sea, river and air space.

Institutions responsible for international relations.

International agreements; settlement of international disputes; international responsibility.

8) Economic Systems

Concept of an economic system.

Components of an economic system.

Characteristics of the principal economic systems.

Summary of economic history.

Comparative study of modern economic systems. Capitalistic economy (structure and operation). Collectivist economy (structure and operation). History of economic relations between capitalist and communist blocs. The economy of underdeveloped areas (considered as the basis of a third progressive theory in economics).

Second Year

The students will be divided into two sections:

- General administration
- Economics and finance

A. Common subjects for the two sections

1) Vietnamese administrative organization

Basic principles applied in administrative organization.

Analysis of administrative organization of Vietnam prior to the recovery of national independence.

The Presidency and its dependent organizations. The departments and their dependent agencies. The committees.

The regional delegations of the government.

Administrative divisions: prefectures, municipalities, provinces, districts, cantons, villages.

The village council. The village "notables".

Autonomous organizations (National Bank, Forts, Chamber of Commerce, etc.).

Judiciary institutions and administrative agencies in charge of supervising the administration.

2) Political Problems

Government policies in economic, cultural, religious and social fields.

3) Financial Administration of Vietnam

The Vietnamese budget: present regulations, difficulties encountered in the establishment of the budget. Prospects,

Budget execution. Regulation of public accounts. Contracts and adjudications.

Inventory accounting.

Budgetary summary statements.

Budget execution and control. Pre-audit.

Post-auditing. Financial inspection. The Court of Accounts.
City budgets and provincial budgets.
Village budgets.

4) Tax Legislation: the Fiscal System of Vietnam

Present tax regulations. Judicial problems in relation to the implementation of tax regulations.

Direct taxation.

Indirect taxation.

Customs.

Registration taxes.

Relation between the organization of tax collection agencies and tax receipts.

Responsibility of tax collecting agencies.

B. Special Subjects for the General Administration Section

1) Civil Service

Methods of personnel administration, job analysis, classification, recruitment, division of labor, promotion, transfer, compensation, allowances, discipline.

Policy and techniques of personnel management.

2) Labor Regulations

Social and labor organizations.

Private business.

Labor.

Unions.

Labor Legislation.

3) Criminal Law

General principles, law violations and sanctions, law violations relating to the civil service, minor offenses, status of prisons.

Penal procedures.

Judicial organization relating to criminal law.

4) Basic Problems of Administration

Civil Liberties: Civil liberties under the Vietnamese Constitution of October 26, 1956. Brief history of civil liberties in Vietnam. Present status of civil rights. Individual freedom. Freedom of thought. Positive liberties in the economic and social fields.

Control of Foreigners: Immigration problems in Vietnam. Chinese and other foreign residents. Present regulations on immigration.

National Defense Problems: Organization of national defense; the Vietnamese armed forces. Manpower mobilization; military conscription. Economic mobilization. Wartime administration.

Agrarian Reform: Accomplishments, difficulties. Comparison with agrarian reform programs in other Southeast Asian countries.

Cooperatives, Agricultural Credit (with emphasis on Vietnamese problems).

Public property.

Reconstruction and urbanism

C. Special Subjects for the Section of Economics and Finance

1) Economic Problems

Problems of investment

Relationships between savings and investment in the country
Relationships between the investment level and income variations
Relationships between the consumption level and investment level
Formation of capital
How to avoid inflation during an industrialization period
Problems of productivity
Relationship between productivity and national income

2) Vietnamese economy

The structure of Vietnamese economy: Brief historical and political survey, geographic data, demographic data

Present condition of the Vietnamese economy: Summary of Vietnamese economic history.

The bases of Vietnamese economy: Agriculture, industry and handicrafts, commerce, basic areas of production (transportation, power, capital)

Prospects of the Vietnamese economy: Agriculture. Industry. Commerce. Transportation. Power. Capital. Labor.

3) Economic Planning

Computation of national income, difficulties encountered in the establishment of national accounts, especially in countries with incomplete statistical data such as Vietnam.

Basic principles for planning a sound program based on national accounts.

Comparative study of planning in several Southeast Asian countries (Vietnam, Burma, India, etc.)

4) Commercial and maritime law

Commercial operations, commercial property, companies, credit and securities, chambers of commerce, commercial courts, bankruptcy.

Maritime law (General concepts).

Third Year

Students are divided into various groups as indicated in the section devoted to the field work.

Third-year students return to the Institute only in the second semester for a period of two and a half months.

For each group, the Institute organizes special courses as determined by the same committees which divide the students into groups (cf. section concerning internship period).

The subjects are equivalent to three semester courses at most and are exclusively technical. For instance: the provincial administration group will study current administrative problems; the budget group will study problems relating to the establishment and execution of the budget.

Part II - Practical Work Program

The practical work program is designed to acquaint students with practical problems in public administration and to give them an understanding of current administration procedures.

In addition to the regular administrative practice hours, conducted by professors in their respective courses, as determined in the study curriculum (Part I), each day the Institute provides for students a half-day period (morning or afternoon) devoted to administrative practices, such as:

- Social work,
- Research and documentation,
- Preparing for Administrative Practice Sessions through field studies, visits to government agencies, etc.

First Year

First Semester

1) Writing administrative documents.-

Objectives and Methods:

It is necessary that the students become accustomed to the commonly used administrative vocabulary, be able to distinguish different kinds of administrative texts and be competent to write administrative documents, gradually progressing from simple to more complex ones.

In addition to training students in the art of analysis and presentation, it is also necessary to train them in the preparations prior to the writing (study and research on various documents, materials and supporting data) which contribute to the content of the administrative text.

Program:

Review of vocabulary and grammar as used in the Vietnamese administrative style.

Analysis of administrative documents

2) Applied Statistics

Research in statistical data

Analysis of statistical data

Elements of the use of mathematics in statistical description

Principles of statistics

Explanation of the major subjects in statistical yearbooks

Use of statistical data

Second Semester

1) Visits to Government Agencies

The faculty contacts various Departments and Bureaus and selects the better organized agencies in order to arrange visits for students to observe:

The organization of the agency

The procedures being applied.

Reporting and proposing solutions

After the visits to the agencies, the students prepare reports about problems encountered and make suggestions for their solution.

2) Accounting

General principles of accounting

Administrative accounting: estimation, liquidation, audit of expenditures

Inventory accounting

Accounting at the village level

Second Year

First Semester

1) Visiting places where the government is carrying out particular projects. Example: A village where a civic action unit is operating, a straw-hut section to be cleared, an agricultural experimental field, etc.

After the visit, students prepare reports on the problems and propose adequate solutions.

2) Human Relations

a) Practical rules and techniques to be applied in human relations:
Relations with subordinates, - the art of leadership.
Horizontal relations. Relations with superiors. Inter-departmental relations. Relations with the public - contacts with individuals or with special groups, such as the press, workers, and farmers.

b) Protocol

Second Semester

1) General Administrative Practices

Office management, management of a district, a province, an organization, a work-division, delegation of power; physical conditions, moral conditions, recording and filing, communications.

Drafting of regulations for classified documents, reporting in a group meeting, and directing discussions.

Public speaking.

2) Budgeting

Study of the budget of a government agency.

Research on data pertaining to the formulation of a budget.

Adjustment of accounting figures to general administrative policy.

Procedure for budget approval. Relationships with the budget agency.

Liaison with Budget Committee of the National Assembly.

Procedure for setting up budgets for small units (province, village).

3) Organization and Methods

Modern practical principles and methods applied in public administration: planning, organization, coordination, and control.

Methods for improvement of government administration: administrative survey, organizational study, analysis of procedures.

Third Year

Public Administration Section

1) Discussion of practical experiences. Each student presents his experiences during the field work period.

After each student's presentation, the other students comment on it and complete it with their own ideas under the guidance of a professor. The professor or a designated student summarizes the observations found to be useful in the further performance of administrative duties.

2) Judiciary Investigations. Students act as judiciary officials in order to carry out judiciary investigations (setting up minutes of the declarations, cross-examination, investigations, reporting.)

Economic and Finance Section

- 1) Discussion of practical experiences. (Same as for the Public Administration Section).
- 2) Practice in specialized techniques (including the setting up of minutes regarding the infractions of economic laws, customs and exchange office regulations, etc.).

Common subjects for both the Administrative and Economic and Finance Sections:

1) Planning

Long-range and short-range plans. The importance of planning in administrative operations of any size.

Conception of the purpose of a plan. Collection of data and integration within a plan of a larger scale.

Estimation of the means for realization of the plan: man-power, materials, finance.

Phases in the execution of the plan.

Methods and agencies for controlling the execution of the plan.

How to provide continuity for the plan without diminishing its flexibility, in order to fit it to the administrative situation.

Part III - Field Work Program

The greater part of the third year is devoted to internship.

Students of each Section are divided into groups. Each group is concerned with a specific technical branch. For example: students in the Public Administration Section may be divided into provincial administration group, labor group, agrarian reform group, National Agricultural Credit group, etc. Students in the Economics and Finance Section may be assigned to a budget, taxation, foreign trade, domestic trade, banking or administrative accounting group, etc.

The division into various groups depends on the needs of the civil service. Therefore, at the beginning of each academic year, a committee composed of the Director General of the Civil Service, the Director General of Planning, the Director of the Budget and members of the Direction of the Institute, under the chairmanship of the President of the Administrative Council of the Institute determines:

The various student groups.
Adequate field work programs.

During their field work period in the central agencies as well as in the various field administration units, students have the opportunity to put into practice the theoretical knowledge they have acquired.

The Public Administration Section third-year students go for field work during the first semester to the provinces (five months), and during the second semester to a central agency (two and a half months).

The Economics and Finance Section third-year students go for field work during the first semester to a central agency (five months) and during the second semester to a province (two and a half months). In special cases students in either section may go for field work in the Departments or in the province at times other than those specified above.

A. Field Work in the Departments

The Departments provide the students with all facilities during their field work period, as prescribed in the directive of the Presidency. In assigning work to students, the Departments are responsible for increasing the student's capacity for observation, judgment, initiative, and sense of responsibility.

1. The Departments assign an official of good professional experience and high prestige to the organization of the field work, and to the guidance of the students. It is necessary that the assigned official keep continually in touch with the Institute in order to exchange points of view relating to the way of conducting field work and to solve any special problems which may arise during this period.

Whenever, among the Department staff, there is a Professor at the Institute, he is responsible for supervising the students.

2. During the students' field work period, the Department first assigns the students to the head office of the Department for three or four weeks so that they can understand the organizational systems, the working methods and procedures: it then sends them into various technical agencies of the Department (such as Customs Directorate, "Regie" (state management) Directorate, Taxation Directorate, Foreign Aid Directorate, etc., within the Finance Department; External Trade Directorate, Internal Trade Directorate, the Price Control and Economic Control agencies within the National Economy Department; the Internal Security, Foreign Residents Control, administrative and political agencies etc., within the Interior Department; the agencies in charge of agrarian reform, agricultural help and development, etc., within the Agrarian Reform Department).

Except in cases where the student's technical branch requires his knowledge in several directorates, during the field work period the transfer of the student to several directorates is not necessary. The student devotes all his time to only one important Directorate of the Department. Since, as a result of the field work, the student is expected to know the activities of the Directorate thoroughly, it is necessary for him to spend some time in all the bureaus of the Directorate. At the bureau, the student is normally placed near the bureau chief in order to have the opportunity to look at the various administrative texts (except classified ones) and to follow closely the operation of the bureau. The student may be assigned to the writing of administrative texts, such as the monthly report, and to study and propose solutions of problems relating to the bureau. He may attend meetings and inter-bureau discussions. In brief, he may be assigned to any task which a bureau chief might have to handle.

During their field work, students are considered as civil servants and must be subordinate to the official directing the agency.

3. The Departments follow and control the students' activities by requiring them to report on special tasks assigned to them or to submit weekly reports on the work done during the week. These reports are commented on by the officials conducting the field work and then transmitted to the Institute.

In addition, the Department sends its comments on the student to the Institute to serve as data for evaluation.

B. Field Work in the Provinces

According to the directive of the Presidency, the provincial governments must provide all necessary facilities for the students during their field work.

In addition to the study facilities, the provincial governments are responsible for increasing the student's capacity for observation, judgment, initiative, and sense of responsibility.

1. Immediately on the arrival of the students for their field work, the Province Chiefs are requested to:
 - a. Have the students work at their office closely with the deputy province chief, so that they have the opportunity to observe administrative, economic, social and financial operations, etc. (except operations which must be kept secret).

Thus, the students have a general but concrete idea of the organization and operation of the local agencies.

- b. Have them assigned to the writing of administrative texts, especially the monthly reports, strictly following the pattern designated by the Presidency (except for the political-military part). Thus, they are obliged to observe and follow the activity of each branch and to rapidly become acquainted with the situation of the agencies.
- c. Have them accompany the District Chiefs, the operating units, or the provincial technicians, as they operate in the villages (on such matters as propaganda, public welfare, the payment of taxes, the review of communal books, execution of the agrarian reform program, repayment of credit agency money, the community development program, organization of relief operations, inquiry into public self-defense, etc.). While on an operation mission, students must work as a staff member and is responsible to the head of the group.

Thus students can understand practical problems and be acquainted with the existing difficulties, and learn how to carry out their duties. The students are required to write reports on assigned subjects, and to present their observations and concrete proposals, when asked to do so.

These reports are read and commented on by the province chief and then transmitted to the Institute together with his comments.

- 2. The province chief follows and supervises the students activities, and continuously keeps in touch with the Institute.
- 3. The province chief sends the observations and comments of the agencies to the National Institute of Administration as data for evaluation.

Part IV - Extra-curricular Lectures and Conferences

The Institute organizes conferences, seminars, and optional lectures for all students.

A. Conferences

Students are required to attend conferences on current issues organized by the Institute.

The speakers may be:

- 1) High ranking officials of the Vietnamese government speaking about their current duties or about foreign study trips they have made.
- 2) Foreign experts (M.S.U. staff members, members of the Diplomatic Corps, etc.).

B. Seminars

For each course, the professor responsible may reserve, at the end of the year, a number of hours for discussions between the professors, students and high-ranking officials in charge of the subjects dealt with in the course.

For example: The professor in agrarian reform may invite the Director of Agrarian Reform, the Director General of the Registration and Survey of Lands, the Director of the National Agricultural Credit Office, etc., to attend the agrarian reform seminars.

C. Lecture Series

These lectures may be conducted by faculty members, foreign experts or high-ranking officials.

These are of a continuous nature and may not occur more than 10 hours in the course of one semester.

It is possible to organize such lectures in the fields of sociology, political sciences, psychology, etc. as well as on specific problems of a general character (Colombo Plan, SEATO etc.).

VII. ADVANCED STUDIES CURRICULUM

I. ADMINISTRATIVE SECTION

A. Compulsory subjects

1) Political Science

- History of political theories
- Political theories
- Forms of Government
- Role of political parties (relationship between political parties and administration).

2) Advanced Comparative Study of Administrative Law

(The following subjects are only listed as indications)

- Nature and limitations of regulatory power (theories and studies of actual regimes of certain great countries).
- Administrative contracts.
- Centralization - Decentralization and partition of administrative law (theories and studies of actual regimes of certain great countries).

3) Budget and Fiscal Policy and Methods

- Basic principles of economies and finance
- Techniques of budget preparation
- Comparative techniques of controlling budget execution.

4) Research Methods

- Research design
- Methods which can be applied in governmental research:
 - Interviewing
 - Content analysis
 - Case studies
 - Other methods.

B. Optional subjects

1) Social Psychology

- Objectives and scope
- Basic principles of psychology and sociology in human behavior:
 - Development and evolution of human acts
 - Opinions and attitudes
- Practical problems:
 - Influencing opinions and attitudes
 - Public Opinion
 - Propaganda
 - Community spirit and leadership

2) Comparative Study of the Constitution

(The following are only indicative subjects)

- Relationships between international public law and internal policy:
 - Integration of international treaties and internal legal systems
 - Problems of ethnic minorities
 - Religious organizations and concordats, etc...
- Constitutions and national concepts
- Control of constitutionality, constitutional modification
- The individual and the nation

3) International Political Problems

(The following are only indicative subjects)

- Free international communications problems
- Technical aid and international finance problems
- Neutralism
- Conciliation of international conflicts
- Refugee problems
- Political problems related to the liberation of the territories under foreign control.

4) In-Service Training

- Different concepts of In-Service training
- In-Service training organization
- Set-up of the In-Service training program
- Functions of training
- Training methods and techniques
- Content of In-Service training program
- Evaluation of training system
- Follow-up of training results
- Professional aspects of In-Service training organization

5) Administrative Psychology

(Social Psychology as applied in Administration)

- Relationship between human behavior and the organization
- Group formation
- Group evaluation
- Power, structure of power, and the power of authority
- Relationships
- General organization
- Problem of balance in an organization

II. FINANCIAL SECTION

A. Compulsory subjects

1) Economics of Finance

- Economic theories of public expenditures and revenues
- Budget - Operational budget - Investments in public areas
- National accounting and economic budgets
- Budgeting and planning
- Taxes - Tax pressures
- Flexibility of taxable goods and productivity - Redistribution of income
- Treasury and Money - Public credits - Public loans (national and other units).

2) Taxation

One subject in taxation is chosen by the professor and studied under these different aspects: law, economy, comparative techniques - e.g., production tax - Income tax.

3) Budget and Fiscal Policy and Methods

(Same course as in Administrative Section)

4) Money and Banking

- Monetary systems
 - Definition of monetary unit of a country (e.g., Vietnam, France)
 - Distribution of money and role of banking system (e.g., Vietnam - France)
 - Monetary institutions
- Monetary Policy
 - History and definition
 - Purposes
 - Means
 - Purely monetary elements
 - Actual monetary system in Vietnam.

B. Optional subjects

1) Statistics as applied to Finance

- Indices and methods of index calculating
- Curves and methods of curve plotting
- Algebra as applied to statistics
- Geometry as applied to statistics
- Concepts of derivatives and primaries
- Rudiments of Econometrics - Secondary coefficients - Coefficients of correlation.

2) The Financial Problems of Warfare

- Military expenditures and financial resources to support warfare:
 - Taxation - tax policy and war needs: Regular taxes and special wartime taxes.
 - Tax policy and general economic system: (problems of prices, production and supplies, internal and external trade)
 - Money and Credit:
 - public debt
 - saving
 - The economic aspects of military alliances
 - Post-war finance: the economic and financial incidences of warfare (amount of money in circulation level of prices). Indemnization for war damages.
 - Economic rehabilitation, financial clearance.

3) The Economic and Financial Aspects of International Aid and Assistance

- The economic and financial situation of different countries after World War II.
- Truman's Point Four and the economic rehabilitation of underdeveloped countries
- The Colombo Plan
- United Nations and the various international financial organizations (International Bank, International Monetary Fund, International Finance Association etc...)
- Impact of the Alliance treaties on the economic and financial status of countries situated within the area covered by the treaties.

4) Administration in Private Business

- The economic and financial aspects in the management of a private enterprise:
 - Organization of a modern private enterprise
 - Stockage and supply
 - Division of labor
- Commercial management:
 - Distribution
 - Advertisement
 - Market research
- Administration:
 - Personnel management
 - Property management
- Financial management:
 - Capital
 - Credit

III. ECONOMICS SECTION

A. Compulsory subjects

1) Advanced economics:

(The following subjects are listed only as indications)

- National budgeting
- Monopoly and free competition
- Economic balance and economic development
- Labor's income and business profit
- Comparative study of distribution in the capitalist and communist systems.

2) International Economics

- Balance of payments
- Exchange ratio
- The problem of money transfer (international investments)
- The problem of exchange

3) Economic development

- Budgeting, in classical theories, and in a modern plan for economic development
- Taxation: taxes which favor economic development and taxes which hinder economic development
- Economic development and influences of different forms of inflation.

4) Money and Banking

(Same curriculum as Finance Section)

B. Optional subjects

1) Economic theories:

- Marx
- Keynes
- Schumpeter

2) Economic aspects of labor problems

- Labor in underdeveloped areas
- Unemployment
- Full employment

3) Economic assistance

- The purposes of foreign aid
- Foreign aid and inflation
- The utilization of foreign aid
- The provisional aspect of foreign

4) Statistics

(Same curriculum as Finance Section)

VIII. CURRICULUM OF NIGHT COURSES

A. PUBLIC ADMINISTRATION

1) INTRODUCTION TO ADMINISTRATION

- Nature and meaning of administration
- Forms of organizations; specialized organizations, central organizations, auxiliary organizations
- The Chief Executive as general manager of the entire administration of the country
- Middle-level management
- Autonomous committees endowed with power to draw up regulations
- Connection between various governmental departments and agencies
- Problem of leadership
- Problem of liaison
- Problem of coordination
- Problem of planning
- Taxation
- Budgeting
- Principal points regarding an appropriate personnel hierarchy
- Generalities in personnel management
- Responsibilities in administration

2) VIETNAM'S POLITICAL AND ADMINISTRATIVE ORGANIZATIONS

a. Public Institutions

- Constitution: promulgation, elaboration, spirit
- Economic Council; Special Court; Institute for Preservation of the Constitution; Magistracy Board
- Executive: Presidential election; Presidential competency; the Vice-President; the Secretaries of State
- Legislative: Election of Representatives to the National Assembly; Representatives' status; National Assembly's operation; legislative procedures

b. Administrative Organizations

- Principles: public services and autonomous services; government branches and administrative zones; centralization; decentralization; separation of powers in administration

c. National or Central Government

- The Presidency and its dependent services
- The Secretariats of State; principles of organization, examples
- Committees: inside the Secretariat of State; Joint Committees

d. Administrative Zones

- General conceptions
- Delegates of central government
- Provinces: chief of province, province capitals, districts and cantons
- Communal administration
- Prefectural or town administration

e. Services Responsible for Control

- Arbitration: Council of State (Conseil d'Etat)
- Administration: The General Inspection of Administrative and Financial Affairs; The Inspection of Financial Matters in the Secretariat of State for Finance; The Inspection of Foreign Aid; The Inspection of Refugee Resettlement

f. Autonomous Agencies

- Various activities of these autonomous agencies
- Examples: The National Bank, the Retirement Fund; the Chamber of Commerce, the Port of Saigon, etc.

3) ADMINISTRATIVE LAW

- Definition and characteristics
- Origin

a. Guiding principles for organization in administration: centralization and decentralization; separation of powers

b. Public services activities: public property (public use or private use); official business; administrative contracts; nationalization for public interests; requisition

c. Responsibilities of administrative organizations: to distinguish the responsibilities of an administrative organization as a whole from civil servants' responsibilities

d. Organization of Administrative Courts: competency; administrative judiciary procedures

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4) TOPICS ON ADMINISTRATION

a. Citizen's Freedom

- General conceptions
- Theory of citizen's freedom
- The legal status of citizen's freedoms
- People's freedom and individual freedom
- Freedom of thought
- Basic economic and social freedoms

b. Elections

- Theory
- Electoral systems in free and democratic countries
- Electoral systems in totalitarian countries
- Electoral system in Vietnam

c. Immigration

- Theory: Principal concepts; Aliens' and foreign residents' rights (according to municipal and international laws)
- Immigration regulations: Asian settlers in Vietnam
- French settlers in Vietnam
- Chinese settlers in Vietnam
- Trend of Chinese immigration in South-East-Asian countries

5) CONSTITUTIONAL LAW

Object of Constitutional Law

a. Constitutional Theory

- Ways of choosing governing body: the different political regimes
- Organization of political regimes: governmental services and the division of powers
- Limitation of powers to the Government

b. History of constitutions of leading democratic countries (England, U.S.A., France).

c. The 1956 Constitution of The Republic of Vietnam

- The Legislative
- The Executive; Judicial
- Procedure for modification of the Constitution

6) PERSONNEL MANAGEMENT

- a. General statute applied to all Vietnamese Civil Servants
 - Other statutes dealing also with civil servants
 - A specific statute as an example: Grade GIAM-SU
- b. Organization for personnel management and division of work
 - Classification of executive personnel and salaries
 - Classification of ordinary personnel and salaries
- c. Recruitment
- d. Appointment; Orientation and probationary period
 - Administrative situation
 - Working conditions
 - Training
 - Employment of civil servants and relations between different levels of personnel
- e. Retirement
 - Procedure and individual records

B. ECONOMICS AND FINANCE

1) ECONOMICS

Definition, objective

- a. Production
 - Definition
 - Factors of production; labor, land and capital
 - Combination of factors of production
 - Means of production
- b. Exchange
 - Exchange on the national scale: money and credit
 - Exchange on the international scale: foreign trade, foreign currency exchange, transfer of funds, immigration
- c. Distribution of income
 - Definition
 - Different sorts of income; factors of distribution of income: profits
 - Karl Marx doctrine on marginal value product
 - National
- d. Consumption
- e. Business cycles

2) FINANCE

The Science of Finance. Objectives of the study of Finance

a. Budget

- Establishment
- Implementation
- Control
- Regional and local budgets

b. National resources

- Taxes; the legal aspect of taxes; fundamentals; taxation; tax payment
- Government loans: optional and compulsory loans; Burden of loans. Loan techniques

3) MATTERS RELATED TO THE ECONOMIC DEVELOPMENT OF VIETNAM

a. General aspects

- Difference of standards of living between developed and underdeveloped countries; Reasons
- Production capacity in the framework of economic development
- Whether economic development is necessary or not
- The present trend
- Changes which occurred due to economic development
- Methods of economic development
- The various international agencies and the problem of economic development in underdeveloped countries

b. Vietnam

- Background; geography; history; social and political situation
- Foundations of Vietnam's present economy; natural resources, population, agriculture, industry, technology, trade
- Characteristic features of Vietnam's economy: Impact of the past: results of French rule; Impact of the war
- Other favorable or unfavorable factors in the economic development of Vietnam
- The problem of directed economy in Vietnam
- Plans of economic development of Vietnam
- The future of the economy of Vietnam

4) ADMINISTRATIVE ACCOUNTING

Explanations of accounting: its usefulness; commercial accounting and administrative accounting; public property.

- Officers in charge of public property management: administrative officer; pay commissioner (ordonnateur); liquidator; accountant
- Budget definition, characteristics, budget drafting, budget implementation
- Returns: definition of tax; various sorts of taxes; tax collection; tax cut
- Expenditures: special expenditures; employ of funds; payment order
- Engaged expenditures accounting
- Exceptions: funds made available in advance; reserve funds; secret funds
- Wages and salary
- Material: Material bookkeeping
- Miscellaneous: How to keep accounting books
- Budgets which are different from the central or national one: Prefectural Budget (Saigon); Provincial Budgets; Communal Budgets; Harbor Budgets (The Port of Saigon for example).

5) MONEY AND BANKING

Definition of money

- Governmental measures and the increase of prices
 - from the point of view of money
 - from the point of view of goods
- Gold standard
- Institute of Emission
- Theory of business matters of a central bank
- Competency and efficiency of the National Bank of Vietnam in its role of Central Bank
- Relationship between money policy and money saving

6) STATISTICS

- Summary of the evolution and goals of statistics
- Domain of statistics
- People's attitude toward statistics
- General methods of making statistics
- Main characteristics of a statistics agency or agent
- Dependence on statistics
- Indexes
- Statistics on output or production
- Statistics on social status, on labor, and on wages and salaries
- Statistics on prices
- Statistics on foreign trade