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 considerations
- 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'État)
- 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
4) Topics of 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


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 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**


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 Fort 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