

COURSE SYLLABUS
(Training level: Formal)

Course Title:

Vietnamese Course Title: Tin học đại cương

English Course Title: General Informatics

Course Code: GIS131

Major: Information Technology; Electronics and Telecommunications Engineering technology; Multimedia Communication; Economic Informatics System.

Version: 2017

1. General Information

- Number of credits: 03 (Theory: 02; Practice: 01)

- Types of knowledge:

General Education		Base core courses		Major core courses		Concentration courses		Others
Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	

- Required courses : None

- Pre-requisite: None

- Co-requisite: None

- Facility Requirements: Room with projectors

- Practice Room: Installed Microsoft Office software from version 2016 or later.

- Departments in Charge: Faculty of Information Technology

2. Time Allocated

Total: 60 periods	Theory: 30 periods
	Discussion/ Group Presentation: 0/0
	Assignment/ Essay/ Practice: 0/0/28 periods.
	Tests: 2 + Theory: Number of Tests:0 Periods: 0 + Practice: Number of Tests:2 Periods: 2
Self-Study: 105 periods. Other activities: 0 periods.	

Unit in charge of the subject: Department of Computer Science and Engineering- Faculty of Information Technology.

3. Lecturer's Information

No.	Lecturer name	Phone number	Email	Note
1	MSc. Duong Thi Quy	0947015947	dtquy@ictu.edu.vn	Leader
2	PhD. Tran Quang Quy	0818981166	tqquy@ictu.edu.vn	Member
3	MSc. Nguyen Thi Oanh	0981368808	ntoanh@ictu.edu.vn	Member
4	MSc. Dinh Khanh Linh	0977102556	dklinh@ictu.edu.vn	Member

4. Objectives

The General Informatics equips students with basic computer and Internet knowledges, software, hardware, Windows operating system and report presentation skills. After completing this subject, students can use computers proficiently in word processing tasks and use electronic spreadsheets; report presentation software; exploit and use the Internet effectively.

- **Objectives of knowledge:** The General Informatics subject equips students with basic knowledge of informatics as well as computers, knowing how to manage and exploit information on computers effectively; Provide students with basic knowledge about software in the Microsoft Office suite such as word processing software, electronic spreadsheets, presentation software; Help students understand computer networks and the Internet, know how to use common Internet browsers. Know how to exploit and connect information available on the Internet to serve learning and research.

- **Skills Objectives:** After finishing this subject, students can master the basic functions of the Windows operating system such as: File management, running and closing applications; Web browsing and e-mail; Search for files in the computer; Install or remove application software; Proficient in the use of computers in word processing tasks; Use electronic spreadsheets; Report presentation software; Exploit and use the Internet effectively.

- **Objectives of attitude:** Show interest, passion to learn about computer-related problems and apply them to learning other subjects. Consciously apply teaching content to life in general and professional life in particular.

- **Position:** The course belongs to the general knowledge block, compulsory. The course contributes to meeting the output standards L5, L10 of the training program.

5. Description of content and course learning outcome:

- **Knowledge Standards:** (1) Remember \Rightarrow (2) Understand \Rightarrow (3) Apply \Rightarrow (4) Analyze \Rightarrow (5) Create.

- **Attitude Standards:** (1) Copy \Rightarrow (2) Self-manipulation \Rightarrow (3) Masterfully repeating to the norm \Rightarrow (4) Combining multiple activities \Rightarrow (5) Completely proactive.

Notation CLOs	Contents	Level		PLOs
		Knoweldge	Skills	
C1	Understand basic computer knowledge about structure, computer operating system to install, remove application software and fix some basic errors related to computers.	2	2	C1
C2	Apply knowledge of Microsoft Word software to edit documents.	2	3	C2
C3	Apply knowledge of Microsoft Excel software to calculate.	2	3	C3
C4	Apply knowledge of Microsoft Powerpoint software to create presentations.	2	3	C4
C5	Apply knowledge of the internet to utilize some network services.	2	2	C5

6. Materials:

- Main Syllabus:

[1] Programming & Application Technology - Faculty of Information Technology - University of Information and Communication Technology (2017), *Lecture on General Informatics, Internal circulation.*

[2] Department of Programming & Application Technology - Faculty of Information Technology - University of Information and Communication Technology (2017), *Practical exercises in General Informatics, Internal circulation.*

- References:

[3] Bui The Tam, 2011, *General Informatics*, Times Publishing House.

[4] Many authors, 2016, *Practice Microsoft Word - Excel - Powerpoint 2016*, Dong Nai Publishing House.

[5] Joan Lambert (2015), *Microsoft Office 2016 Step by Step*, Microsoft Press.

7. Score Assessment

- Score Scale: 10.

- Components Assessment:

Evaluation Time	Components Assessment	CLOs	Factor	Score	Weight
During the duration of the course	Attendance: (score b_0)		1	$d = (b_0 + b_1 + b_2) / 3$	30
According to the teaching plan in section 9	Test No.1: (score b_1)	C1, C2	1		
	Test No.2: (score b_2)	C3, C4, C5	1		
The end of the semester	Final exam	C1, C2, C3, C4, C5		e	70%
Final Score: (f)				$f = d \times 30\% + e \times 70\%$	

- Final exam: *Oral examination and multiple choice*

8. Regulations for students

8.1. Student's duties

- Reading materials and preparing for each lesson before attending class.
- Finishing all assigned assignments.
- Preparing the practical content of the module.

8.2. Regulations on Exams and Academic Studies

- All students must attend at least 80% of the lessons.
- Completing all assigned tasks for the course.
- Taking the full number of regular tests.

9. Teaching Plan

No.	Period	Contents	Teaching Methodology	CLOs	References
1.	3 (theory)	Chapter 1: Basic Computer 1.1. Overview about computer 1.1.1. Computer classification 1.1.2. Computer hardware 1.1.3. Computer software	Present; Provide and solve problems	C1	[1] 5-11 [3] Chapter 1
2.	3 (theory)	Chapter 2: Basic Computer (Continues) 1.2. Windows operating system 1.2.1. Overview about operating system 1.2.2. Start Windows application 1.2.3. File and folder operations 1.2.4. Using Control Panel 1.2.5. Install and uninstall program 1.2.6. Basic computer troubleshooting techniques	Present; Provide and solve problems; Work directly on the computer	C1	[1] 12-25 [3] Chapter 2
3.	3 (practice)	Practice 1: Windows operating system	Provide and solve problems; Work directly on the computer.	C1	[1] 12-25 [2] 3-16 [3] Chapter 2
4.	3 (theory)	Chapter 2: Microsoft Word 2.1. Introduction 2.2. Basic editing operations 2.3. Basic formatting operations 2.4. Insert objects into text	Present; Provide and solve problems; Work directly on the computer	C2	[1] 26-54 [3] Chapter 3 [4] Chapter 3-4 [5] 69-109
5.	3 (theory)	Chapter 2: Microsoft Word (Continues) 2.5. Tables 2.6. Advance operations 2.7. Format and printing	Present; Provide and solve problems; Work directly on the computer	C2	[1] 55-68 [3] Chapter 3 [4] Chapter 5-6 [5] 110-154

No.	Period	Contents	Teaching Methodology	CLOs	References
6.	3 (practice)	Practice 2: Working with Microsoft Word	Provide and solve problems; Work directly on the computer	C2	[1] 26-54 [2] 17-25 [3] Chapter 3 [4] Chapter 3-4 [5] 69-109
7.	3 (practice)	Practice 3: Insert objects, chart in Microsoft Word	Provide and solve problems; Work directly on the computer	C2	[1] 26-54 [2] 26-30 [3] Chapter 3 [4] Chapter 3-4 [5] 69-109
8	3 (practice)	Practice 4: Create tables and design printed pages in Word	Provide and solve problems; Work directly on the computer.	C2	[1] 55-68 [2] 31-35 [3] Chapter 3 [4] Chapter 5-6 [5] 110-154
		Test No. 1 (Oral examination)	Practice test	C1, C2	
9	3 (theory)	Chapter 3: Microsoft Excel 3.1. Introduction 3.2. Workbook operations 3.3. Working with data	Present; Provide and solve problems; Direct operation on the projector	C3	[1] 69-87 [3] Chapter 4 [4] Chapter 7 [5] 197-238
10	3 (theory)	Chapter 3: Microsoft Excel (continued) 3.4. Some basic functions 3.5. Sort data	Present; Provide and solve problems; Work directly on the computer	C3	[1] 120-146 [4] Chapter 9 [5] 261-306
11	3 (theory)	Chapter 3: Microsoft Excel (continued) 3.6. Database 3.7. Aggregate data 3.8. Chart 3.9. Format and print	Present; Provide and solve problems; Direct operation on the projector	C3	[1] 120-146 [4] Chapter 9 [5] 261-306
12	3 (practice)	Practice 5. Excel Spreadsheet Format	Provide and solve problems; Work directly on the computer	C3	[1] 69-87 [2] 36-41 [3] Chapter 4 [4] Chapter 7 [5] 197-238
13	3 (practice)	Practice 6. Functions in Excel	Provide and solve problems; Work directly on	C3	[1] 88-119 [2] 42-49

No.	Period	Contents	Teaching Methodology	CLOs	References
			the computer		[3] Chapter 4 [4] Chapter 8 [5] 239-258
14	3 (practice)	Practice 7. Charts in Excel	Provide and solve problems; Work directly on the computer	C3	[1] 120-146 [2] 50-53 [4] Chapter 9 [5] 261-306
15	3 (theory)	Chapter 4: Microsoft Powerpoint 4.1. Introduction 4.2. Working with slides 4.3. Insert objects into the slide 4.4. Set slideshow effect 4.5. Slideshow and print	Present; Provide and solve problems; Direct operation on the projector	C4	[1] 151-177 [3] Chapter 5 [4] Chapter 10 -13 [5] 313 - 420
16	3 (practice)	Practice 8: Microsoft Powerpoint	Provide and solve problems; Work directly on the computer	C4	[1] 151-177 [2] 54 - 69 [3] Chapter 5 [4] Chapter 10 -13 [5] 313 - 420
17	3 (theory)	Chapter 5: Computer Networks and the Internet 5.1. Internet	Present; Provide and solve problems; Direct operation on the projector	C5	[1] 178 - 195
18	3 (theory)	Chapter 5: Computer Networks and the Internet (continues) 5.2. Internet	Present; Provide and solve problems; Direct operation on the projector	C5	[1] 196 - 210
19	3 (practice)	Practice 9: Computer networks	Provide and solve problems; Work directly on the computer	C5	[1] Chapter 5 [2] 70 -76
20	3 (practice)	Exercise 10: review	Raise and solve problems; Instruction to practice directly on the computer	C2,C3, C4, C5	[1] Chapter 2 -5 [2] 77 -83 [3] Chapter 3 - 5
		- Test No. 2 (Oral examination)	Practice test	C3, C4, C5	[5] Chapter 3-13

No.	Period	Contents	Teaching Methodology	CLOs	References

- Final exam: *Oral and Multiple-choice examination*

10. Competent Authority Approval: University of Information and Communication Technology

October 5th, 2017

Vice Rector


Dean


Head of Department


Composer Team






Duong Thi Quy: 

Tran Quang Quy: 

Nguyen Thi Oanh: 

Dinh Khan Linh: 

PhD. Do Dinh Cuong

PhD. Nguyen Hai Minh

McS. Nguyen Tuan Anh

11. Updated Procedure

Updating detailed outline for the first time: <i>Day/Month/ Year.</i>	Updater
Updating detailed outline for the second time: <i>Day/Month/ Year.</i>	Updater