COURSE SYLLABUS
(Training level: Undergraduate)

Vietnamese Course Title: **Tin học Đại cương**

English Course Title: General Informatics

Course Code: GIS131

Major: Information Technology

Training program: Information Technology

Version: 2021

1. General information

- Number of credits: 3 credits (Theory: 2 credits; Practice: 1 credit).

- Type of knowledge:

General Education		Base core courses		Major core courses		Concentration courses		Others
Required ☒ x	Optional ☐	Required ☐	Optional ☐	Required ☐	Optional ☐	Required ☐	Optional ☐	Alternative Course of Graduation Thesis ☐

- Required course: None

- Pre-requisite: None

- Co-requisite: None

2. Time Allocated

Total: 60 periods	Theory: 30 periods
	Group Discussion/Presentation: 0/0
	Assignments/Essays/Practices: 0/0/28 periods.
	Tests: 2 *+ Theory: Number of Tests: 0 Periods:0* *+ Practice: Number of Tests: 2 Periods: 0*
	Self-study: 105 periods Other activities: 0

3. Departments in Charge: Department of Computer Science and Engineering - Faculty of Information Technology

4. 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

5. Facility Requirements: The classroom is equipped with a projector and a whiteboard

6. Course Description:

The General Informatics subject equips students with basic Computer and Internet knowledge, software, hardware, Windows operating system and report presentation skills. After completing this subject, students can use computers proficiently in text editor and using spreadsheets; presentation and how to exploit and use the Internet effectively.

7. Objectives

Objectives	Description	PLOs	Proficiency level
G1	Basic knowledge of computers, Internet, software, hardware, operating systems.	1.3.4	2
	Basic knowledge of computers and office software.	1.4.4	3
G2	Communication skills, the ability to present, listen and respect the opinions of others.	3.2.1	3

8. Learning Outcomes

Objectives	CLOs	Description of CLOs	PLOs	Proficiency level
G1	G1.1	Understand the knowledge of computer operating system and structure to install and remove application software and fix some basic errors related to computers.	1.3.4	2
	G1.2	Apply knowledge of Microsoft Word software to work with documents.	1.4.4	3
	G1.3	Apply knowledge of Microsoft Excel software to make the calculation.	1.4.4	3
	G1.4	Apply knowledge of Microsoft PowerPoint software to make presentations.	1.4.4	3
	G1.5	Apply knowledge of the Internet to exploit some network services.	1.3.4	2
	G1.6	Understand the knowledge of information technology and social issues when online to ensure information security and not break the law.	1.3.4	2

Objectives	CLOs	Description of CLOs	PLOs	Proficiency level
G2	G2.1	Appl communication skills, the ability to present, listen and respect the opinions of others.	3.2.1	3

9. Scientific ethics

Actively attend theoretical and practical lessons, do exercises assigned by the lecturer, fully participate in discussion hours in the spirit of improving self-discipline, self-control and completing regular tests. All acts of cheating in learning and assessment will be handled according to regulations.

10. Detailed Contents

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
1,2,3	**Chapter 1: Computer Basics**					
	A/ Classroom learning content (3): 1.1. Overview of electronic computers 1.1.1 Computer Classification 1.1.2 Computer Hardware 1.1.3. Computer software	[1] [4]	G1.1	2	Present; Provide and solve problems; discussion groups.	Evaluate with comments.
	B/ Self-study: Hardware, practice installing some basic software. Check, disassemble some computer components.	[1] [4]	G1.1	2	Guided self-study.	Motivational assessment/ Combined with attendance.
4,5,6	**Chapter 1: Computer Basics (continues)**					
	A/ Classroom learning content: 1.2. Windows operating system 1.2.1. General introduction to the operating system 1.2.2. Start Windows Applications 1.2.3. Operations with files and folders 1.2.4. Using Control Panel 1.2.5. Install and remove programs 1.2.6. Some basic computer troubleshooting techniques	[1] [4]	G1.1	2	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study. Installing and removing some basic application software like MS. Office, install windows operating system.	[1] [4]	G1.1	2	Guided self-study.	Motivational assessment/ Combined with attendance.
7,8,9	**Practice 1:** Windows operating system					

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
	A/ Classroom learning content: Lecturer: Guide students to do the practical exercises in Exercise 1 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.		G1.1 G2.1	2 3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study Complete the advanced exercises in Exercise 1 - Practice Materials.	[1] [4]	G1.1	2	Guided self-study.	Motivational assessment/ Combined with attendance.
	Chapter 2: Microsoft Word					
10,11, 12	**A/ Classroom learning content:** 2.1. Introduction 2.2. Basics of editing documents 2.3. Basic formatting operations 2.4. Insert objects into text	[1] [3] [5]	G1.2	3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study Installing Microsoft Office software and reviewing the basic operations that have been instructed in class.	[1] [5]	G1.2	3	Guided self-study.	Motivational assessment/ Combined with attendance.
13,14, 15	**A/ Classroom learning content:** 2.5. Tables 2.6. Advanced operations 2.7. Format and printing	[1] [5]	G1.2	3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study: • Repeating the basic operations that were instructed in class. Applying to do exercises in practice materials.	[1] [5]	G1.2	3	Guided self-study	Motivational assessment/ Combined with attendance.
16,17, 18	**Practice 2. Working with Microsoft Word**					
	A/ Classroom learning content: Lecturer: Guiding students to do practice exercises No. 2 – Practice materials Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.2 G2.1	3 3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study • Students review their knowledge in class and do advanced exercises in exercise 2 – Practice materials.	[1] [5]	G1.2	3	Guided self-study	Motivational assessment/ Combined with attendance
19,20, 21	**Practice 3. Insert objects, insert charts in Microsoft Word**					

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
	A/ Classroom learning content: Lecturer: Guiding students to do the practical exercises in Exercise 3 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.2 G2.1	3 3	Present; Provide and solve problems; Work directly on the computer	Evaluate with comments.
	B/ Self-study • Advanced section exercises in the workbook.	[1] [5]	G1.2	3	Guided self-study	Motivational assessment/ Combined with attendance
22,23, 24	**Practice 4. Creating tables and designing printed pages in MS Word**					
	A/ Classroom learning content: Lecturer: Guiding students to do the practical exercises in Exercise 4 – Handbook. Students do the assigned practical exercises under the guidance of the lecturer. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.2 G2.1	3 3	Present; Raise and solve problems; instructions to operate directly on the computer.	Evaluate with comments.
	Practice Test (50 min)		G1.1 G1.2 G2.1	2 3 3	Practice test.	Evaluate with score
	B/ Self-study: • Complete the advanced exercises on Practice Materials.	[1] [5]	G1.2	3	Guided self-study.	Motivational assessment/ Combined with attendance
25,26, 27	**Chapter 3: Microsoft Excel**					
	A/ Classroom learning content: 3.1. Introduction 3.2. Workbook operations 3.3. Working with data	[1] [5]	G1.3	3	Present; Raise and solve problems; Work directly on the computer	Evaluate with comments
	B/ Self-study: Repeating the basic operations that were instructed in class. Apply to doing exercises in practice materials.	[1] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
28,29, 30	**Chapter 3: Microsoft Excel (continues)**					
	A/ Classroom learning content:	[1] [5]	G1.3	3	Present; Raise and solve problems; Work	Evaluate with comments.

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
	3.4. Some basic functions 3.5. Sort data				directly on the computer	
	B/ Self-study:(3) Repeating the basic operations that were instructed in class. Apply to doing exercises in practice materials.	[1] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
31,32, 33	**Chapter 3: Microsoft Excel (continues)**					
	A/ Classroom learning content: 3.6. Database 3.7. Aggregate data 3.8. Chart 3.9. Format and printing	[1] [5]	G1.3	3	Present; Raise and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study: Repeating the basic operations that were instructed in class. Apply to doing exercises in practice materials.	[1] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
34, 35, 36	**Practice 5. Excel Spreadsheet Format**					
	A/ Classroom learning content: Lecturer: Guiding students to do the practical exercises in Exercise 5 – Handbook. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.3 G2.1	3 3	Present; Raise and solve problems; Work directly on the computer;	Evaluate with comments.
	B/ Self-study: • Complete the advanced exercises in Exercise 5 - Practice Materials.	[1] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
37, 38,39	**Practice #6. Functions in Excel**					
	A/ Classroom learning content: Lecturer: Guiding students to do the practical exercises in Exercise 6 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.3 G2.1	3 3	Present; Raise and solve problems; instructions to operate directly on the projector.	Evaluate with comments.
	B/ Self-study: • Complete the advanced exercises in Exercise 6 - Practice Materials.	[1] [4] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
40,41, 42	**Practice 7. Charts in Excel**					
	A/ Classroom learning content:	[1]	G1.3	3	Present; Raise and solve problems; Work	Evaluate with comments.

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
	Lecturer: Guiding students to do the practical exercises in Exercise 7 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[5]	G2.1	3	directly on the computer.	
	B/ **Self-study:** • Complete the advanced exercises in Exercise 7 – Handbook.	[1] [5]	G1.3	3	Guided self-study.	Motivational assessment/ Combined with attendance
43,44, 45	**Chapter 4: Microsoft Powerpoint**					
	A/ Classroom learning content: 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	[1]	G1.4	3	Present; Raise and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ **Self-study:** Repeating the basic operations that were instructed in class. Apply to doing exercises in practice materials.	[1] [5]	G1.4	3	Guided self-study.	Motivational assessment/ Combined with attendance
46,47, 48	**Practical exercises 8: Microsoft Powerpoint**					
	A/ Classroom learning content and teaching method (3): **- Practical teaching content** Lecturer: Guiding students to do the practical exercises in Exercise 8 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [5]	G1.4 G2.1	3 3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study:(6) Complete the advanced exercises in Exercise 8 - Practice Materials.	[1] [5]	G1.4	3	Guided self-study.	Motivational assessment/ Combined with attendance.
49,50, 51	**Chapter 5: Computer network and Internet**					
	A/ Classroom learning content and teaching method: (3) 5.1. Computer network 5.2. Internet	[1]	G1.5	2	Present; Group discussion	Evaluate with comments.
	B/ Self-study: (3) Self-study and pratice search operations, use services and utilities on the computer network	[1]	G1.5	2	Guided self-study.	Motivational assessment/ Combined with attendance.
52,53,	**Practical exercises 9: Web and Internet**					

Period	Contents	References	CLOs	Proficiency level	Teaching Methodology	Assessment Methodology
54	**A/ Classroom learning content and teaching method: (3)** **- Practical teaching content** Lecturer: Guiding students to do the practical exercises in Exercise 9 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[1]	G1.5 G2.1	2 3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
	B/ Self-study: (6) Complete the advanced exercises in Exercise 9 - Practice Materials.	[1]	G1.5	2	Guided self-study.	Motivational assessment/ Combined with attendance.
55,56, 57	**Chapter 6: Information Technology and Social issues** **A/ Classroom learning content and teaching method: (3)** 6.1. Industrial Revolution 4.0 6.2. E-commerce and e-banking 6.3. Ethics in using computer networks 6.4. Stay safe online 6.5. Information Searching 6.6. Legal issues in the use of computer networks.	[1] [2] [3] [6]	G1.6	2	Present; Group discussion	Evaluate with comments.
	B/ Self-study: (3) Self-study and pratice search operations, use services and utilities on the computer network	[1] [2] [3] [6]	G1.6	2	Guided self-study	Motivational assessment/ Combined with attendance.
	Practical exercises 10: Total Revision					
58,59	**A/ Classroom learning content and teaching method: (3)** **- Practical teaching content** Lecturer: Guide students to do the practical exercises in Exercise 10 – Practice Materials. Students do the assigned practical exercises under the guidance of the lecturer.	[1] [2] [3] [4] [5] [6]	G1.1 G1.2 G1.3 G1.4 G2.1	2 3 3 3 3	Present; Provide and solve problems; Work directly on the computer.	Evaluate with comments.
60	**Practice Test (50 min)**		G1.3 G1.4 G1.5 G1.6 G2.1	3 3 2 2 3	Practice Test	Evaluate by score

11. Student Assessment: 10 score Scale.

11.1 . Test plan:

No.	Content	Time (Period)	CLOs	Proficiency level	Assessment methods	Assessment tools	Weight %
Attendance							**10**
Regular Test Score							**30**
1	Chapter 1, 2	24	G1.1 G1.2 G2.1	2 3 3	Oral examination	Question	15
2	Chapter 3, 4, 5, 6	60	G1.3 G1.4 G1.5 G1.6 G2.1	3 3 2 2 3	Oral examination	Question	15
Final exam							
	Chapter 1 - 6		G1.1 G1.2 G1.3 G1.4 G1.5 G1.6 G2.1	2 3 3 3 2 2 3	Multiple-choice + Oral examination	Question	60

CLOs	Contents												Test Method		
	Periods 1-6	Periods 7-9	Periods 10-15	Periods 16-24	Periods 25-33	Periods 34-42	Periods 43-45	Periods 46-48	Periods 49-51	Periods 52-54	Periods 55-57	Periods 58-60	1st time Test 1 – oral examination	2nd time-oral examination	Final exam Multiple-choice + Oral examination
G1.1	x	x										x	x		x
G1.2			x	x								x	x		x
G1.3					x	x						x		x	x
G1.4							x	x				x		x	x
G1.5									x	x				x	x
G1.6											x			x	x
G2.1		x		x		x		x		x		x	x	x	x

11.2 Assessment Rubrics

* Rubric 1: *Attendance*

Criteria assessment	Weight (%)	Very good (8.5-10)	Good (7.0-8.4)	Average (5.5-6.9)	Below average (4.0-5.4)	Poor (0-3.9)
Level of participation in classes.	70	Full attendance	Absent from 1-9% of the class	Absent from 10-15% of the class	Absent from 16-20% of the class	Missing 20% of class (exam ban)
Activeness in lessons, self-study	30	Very actively participate in questions, discussions, Complete practice exercises	Quite actively participate in asking questions, discussing, doing exercises	Less actively participating in asking questions, discussing, doing exercises.	It takes a teacher's influence to ask questions, discuss, and do exercises.	Only attend class but do not actively participate in asking questions, discussing, doing exercises

* Rubric 2: Periodic Test No.1 *(Allotted time: 50 minutes; Form: Practice (Oral examination); Total of questions: 03; Score Scale: 10)*

Evaluation criteria		Weight (%)	Quality Level Description				
Question	CLOs		Very Good	Good	Average	Below Average	Poor
			(8,5-10 point)	(7,0-8,4 point)	(5,5-6,9 point)	(4,0-5,4 point)	(0-3.9 point)
1	G1.1	30	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requests	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of requirements
2	G1.2	40	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requirements	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of the requirements
3 (Examiner's questions)	G1.1 G1.2 G2.1	30	Content that solves 90-100% of examiner's questions	Content that solves 70 to less than 90% of examiner's questions	Content that solves from 50 to less than 70% of examiner's questions	Content that solves from 40 to less than 50% of examiner's questions	Content that solves less than 40% of examiner's questions

* Rubric 3: Periodic Test No 2 *(Allotted time: 50 minutes; Form: Practice (Oral examination); Total of questions: 03; Score Scale: 10)*

Evaluation criteria			Quality Level Description				
Question	CLOs	Weight (%)	Very Good	Good	Average	Below Average	Poor
			(8,5-10 point)	(7,0-8,4 point)	(5,5-6,9 point)	(4,0-5,4 point)	(0-3.9 point)
1	G1.3	40	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requests	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of requirements
2	G1.4	30	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requirements	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of the requirements
3 (Examiner's questions)	G1.5 G1.6 G2.1	30	Content that solves 90-100% of examiner's questions	Content that solves 70 to less than 90% of examiner's questions	Content that solves from 50 to less than 70% of examiner's questions	Content that solves from 40 to less than 50% of examiner's questions	Content that solves less than 40% of examiner's questions

* Rubric 4: Final Examination *(Allotted time: 100 minutes; Form: Practice and Oral examination; Total of questions: 50 (multiple-choice exam) and 3 (Oral exam); Score Scale: 10 (average of multiple-choice and oral examination))*

* Multiple choice exam *(Allotted time: 50 minutes; total number of questions: 50 questions; Scale of 10; Test format: Multiple choice Examination)*

No.	Evaluation contents	CLOs	Ability ladder		Total of question
			Understand	Application	
1	Chapter 1: Computer basis	G1.1	10	-	10
2	Chapter 2: Microsoft Word	G1.2	-	8	8
3	Chapter 3: Microsoft Excel	G1.3	-	10	10
4	Chapter 4: Microsoft PowerPoint	G1.4	-	8	8
5	Chapter 5: Computer Network and Internet	G1.5	8	-	8
6	Chapter 6: Information technology and social issues	G1.6	6	-	6
Total			**24**	**26**	**50**
Percentage %			**48**	**52**	**100**

* Oral exam *(Allotted time 50 minutes; Format: Practice (Q&A); Total number of questions: 03; Scale: 10)*

Evaluation criteria		Weight (%)	Quality Level Description				
Question	CLOs		Very Good	Good	Average	Below Average	Poor
			(8,5-10 point)	(7,0-8,4 point)	(5,5-6,9 point)	(4,0-5,4 point)	(0-3.9 point)
1	G1.2 G2.1	40	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requests	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of requirements
2	G1.3 G2.1	30	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of requirements	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of the requirements
3 (Examiner's questions)	G1.4 G2.1	30	Content that solves 90-100% of the requirements	Content that solves 70 to less than 90% of the requirements	Content that solves from 50 to less than 70% of the requirements	Content that solves from 40 to less than 50% of the requirements	Content that solves less than 40% of the requirements

12. References

A. Main Curriculum

[1] Department of Computer Science and Engineering - Faculty of Information Technology - University of Information and Communication Technology (2021), *Lecture on General Informatics*, Internal circulation.

B. References

[2] Decree 27/2018/ND-CP, dated March 1, 2018 of the Government amending Decree 2/2013/NĐ-CP on management, provision and use of Internet services and online information.
[3] Law on cyberinformation security 86/2015/QH13 2015.
[4] IIG (2020), IC3 GS5 - *Basic Computer*, General Publishing House of Ho Chi Minh City.
[5] Joan Lambert (2015), *Microsoft Office 2016 Step by Step*, Microsoft Press.
[6] Decree No. 85/2021/ND-CP of the Government: Amending and supplementing a number of articles of Decree No. 52/2013/ND-CP dated May 16, 2013 of the Government on trade electronic.

13. First approval date:

14. Competent Authority Approval:

Vice Rector	Dean	Head of Department	Composer Team
			MSc. Duong Thi Quy
			MSc. Nguyen Thi Oanh
			PhD. Tran Quang Quy
PhD. Do Dinh Cuong	**PhD. Nguyen Hai Minh**	**PhD. Nguyen Dinh Dung**	MSc. Dinh Khanh Linh