MINISTRY OF EDUCATION AND TRAINING

**LAC HONG UNIVERSITY**



**COURSE OUTLINE**

**<102014 – GENERAL INFORMATICS >**

## GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| Course name (Vietnamese): | | Tin hoc dai cuong |
| Course name (English): | | General Informatics |
| Course ID: | | 102014 |
| Types: | | *Basic* |
| Faculty/Department: | | Basic faculty/ General Informatics |
| Main Lecturer: | | *Do Si Truong*  Email: sitruong@lhu.edu.vn |
| Lecturer participating in: | | Nguyen Trong Vinh  Phan Huu Tiep  Cao Nguyen Thuy Tien  Tran Binh Long  Nguyen Dinh Lien  Tran Thi Hai Yen  Nguyen Ngoc Diep  Tran Duc Toan  Tran Cong Chien  Tran Thanh Phuong  Phan Thi Huong  Nguyen Minh Son  Do Van Dang  Nguyen Hoang Vu |
| Number of credits: | | 3 (2-1-0) |
| Theory: | | 30 periods |
| Practice: | | 45 periods |
| Exam: | | 15 periods |
| Specialty: | *Obligatory to students in major/ specialization* | |
| Previous course: | *No* | |

## COURSE DESCRIPTION

This course consists of three parts: basic computer use; office computer learning; and Internet use.

At the end of the course, students are able to use computers and the Microsoft Windows operating system at a basic level; have the ability to use office learning software to serve their studies and work; use Internet access tools to search for documents and exchange information.

## COURSE LEARNING OUTCOMES

**Table 1: Course Learning Outcomes (CLOs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Learning Outcomes (CLOs)** | **Course Learning Outcomes Content** | **Bloom domain/Bloom level** | **Program Learning Outcome**  **PLOs/SOs/PI (\*)** |
| CLO1 | **Using** the Microsoft Windows operating system and Microsoft Office Excel software to create spreadsheets and use automatic calculation formulas for work. | Knowledge (3) | PLO1 (PI1.1) |
| CLO2 | **Designing** a slideshow using Microsoft PowerPoint for the presentation. | Skills (3) | PLO5 (PI5.2) |
| CLO3 | **Forming** a habit of using online tools to search for materials and exchange the information that serves work and lifelong learning. | Attitude (4) | PLO8 (PI8.1) |

## COURSE CONTENT, LESSON PLAN

**Table 2: Course content, Lesson plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Lesson/**  **Chapter** | **Name/**  **Chapter** | **Lesson Learning Outcomes (LLO)** | | **Lecture and Study activities** | **Teaching methods** | **Assessment methods** | **References (\*)** |
| 1 | Lesson 1 | Basic concepts of the information technology | LLO1.1 | Identifying computer hardware, software. | **At class**  **-** Introducing basic concepts of: computer hardware, software. | Lecture;  Demonstration. | +Observation  +Short answer test | [3] |
| 2 | Lesson 2 | Using the basic Microsoft Windows operating system | LLO2.1 | Using MS Windows operating system at basic level. | **At class**  - Introducing the MS Windows operating system and basic operations. | Lecture;  Demonstration. | +Observation  +Short answer test | [3] |
| 3 | Lesson 3 | Installing and using Vietnamese typing software in MS Windows | LLO3.1 | Typing Vietnamese on MS Windows operating system. | **At class**  - Introducing Vietnamese typing softwares.  - Instructing students to install the Unikey software  - Instructing students to learn about Unikey software configuration to type in any softwares. | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test | [3] |
| 4 | Lesson 4 | Managing the folder tree, data on MS Windows operating system | LLO4.1 | Using features of searching, adding, editing, deleting folders and data. | **At class:** Instructing students to learn about features of searching, adding, editing, deleting folders and data. | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test  +Practicum test | [3] |
| 5 | Lesson 5 | Basic MS Word | LLO5.1 | Using MS Word to type Vietnamese in text. | **At class**  **-** Introducing the MS Word interface and its operations: importing Vietnamese content, editing, searching and replacing content in text. | Lecture;  Demonstration | +Short answer test  +Observation | [3] |
| 6 | Lesson 6 | MS Word: Font | LLO6.1 | Using Font tools to display text based on requests. | **At class**  Instructing students to learn about Font format functions.  . | Lecture;  Demonstration  Drill and Practice | +Short answer test  +Observation | [1] |
| 7 | Lesson 7 | MS Word: Paragraph | LLO7.1 | Using Font tools to display paragraphs based on requests. | **At class**  Instructing students to learn about Paragraph functions. | Lecture;  Demonstration  Drill and Practice | +Short answer test  +Observation | [1] |
| 8 | Lesson 8 | MS Word: Setting Tabs | LLO8.1 | Using Tabs functions | **At class**  Instructing students to use Tabs functions to set the text content at any positions. | Lecture;  Demonstration | +Observation  +Short answer test  +Practicum test | [1] |
| 9 | Lesson 9 | MS Word: Insert tools | LLO9.1 | Inserting and formatting objects into text. | **At class**  Instructing students to insert objects functions to text: Pictures, Graphs, Table, Word Art, Drop Cap, Header & Footer… | Lecture;  Demonstration | +Short answer test  +Observation | [1] |
| 10 | Lesson 10 | MS Word: Column text Format | LLO10.1 | Dividing text concepts into many columns; | **At class**  Instructing students to use format functions to display text in columns. | Lecture;  Demonstration | +Short answer test  +Observation | [1] |
| 11 | Lesson 11 | MS Word: Page Setup Format | LLO11.1 | Formatting sizes and styles on a page; | **At class**  Instructing students to use format functions to display a page | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test  +Practicum test | [1] |
| 12 | Lesson 12 | Basic Microsoft Excel | LLO12.1 | Approaching MS Excel, adding data and differentiating types of data in MS Excel. | **At class**  - Introducing basic concepts and objects in MS Excel;  - Instructing students to use basic operations in spreadsheets;  - Types of data and format that displays data on spreadsheets. | Lecture;  Demonstration | +Short answer test  +Observation | [2] |
| 13 | Lesson 13 | Microsoft Excel: Functional groups in Microsoft Excel (pt.2) | LLO13.1 | Using functions in MS Excel to solve calculation requests on data tables. | **At class**  Instructing students to learn about functions and syntax of functions:  - Statistics  - Logical  - Lookup. | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test  +Practicum test. | [2] |
| 14 | Lesson 14 | Basic MS Powerpoint | LLO14.1 | Importing data and formatting basic slideshow. | **At class**  - Introducing the interface and basic objects in Ms Powerpoint.  - Creating slideshow, typing and formatting Font.  - Formatting the paragraphs. | Lecture;  Demonstration | Short answer test  +Observation | [3] |
| 15 | Lesson 15 | MS Powerpoint: Inserting objects into the slideshow | LLO15.1 | Inserting and formatting objects to the slideshow | **At class**  Inserting and formatting objects to the slideshow (Pictures, Table, Graphs, Page numbers…) | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test  +Practicum test. | [3] |
| 16 | Lesson 16 | MS Powerpoint: Slide Master | LLO16.1 | Designing advanced slide format functions. | **At class**  - Instructing students to format slideshows by the Slide Master. | Lecture;  Demonstration | Short answer test  +Observation | [3] |
| 17 | Lesson 17 | MS Powerpoint: Transitions | LLO17.1 | Designing the Transitions | **At class**  - Instructing students to design the Transitions. | Lecture;  Demonstration | Short answer test  +Observation | [3] |
| 18 | Lesson 18 | MS Powerpoint: Animations | LLO18.1 | Designing the Animations for objects | **At class**  Instructing students to create Animations for objects.  Practicing the MS Powerpoint exercises:  - Using the functions of Slide Master.  - Transition effects for slides.  - Animation effects for objects. | Lecture;  Demonstration  Drill and Practice | +Observation  +Short answer test  +Practicum test | [3] |
| 19 | Lesson 19 | Using the Internet to find documents and exchange information | LLO19.1 | Using the Internet to search for the information of educational materials | **At class**  - Introducing the Internet and Internet access tools.  - Instructing students to find and exploit the information on the Internet.  - Instructing students to use tools to create, send and receive Email. | Lecture;  Demonstration | Short answer test  +Observation | [3] |
| 20 | Lesson 20 | Practice  Using the internet to find documents and exchange information | LLO20.1 | Comparing the information collected on the Internet to arrange appropriately | **At class**  Collecting and arranging the information found on the Internet  . | Drill and Practice | +Observation  +Short answer test  +Practicum test | [3] |

## MAPPING OF LESSON AND COURSE LEARNING OUTCOMES

**Table 3: Mapping of Lesson and Course Learning Outcomes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lesson Learning Outcomes** | **Course Learning Outcomes** | | | **Evaluation Component** |
| **CLO1** | **CLO2** | **CLO3** |
| LLO1.1 | X |  |  | A1, A2, A3 |
| LLO2.1 | X |  |  | A1, A2, A3 |
| LLO3.1 | X |  |  | A1, A2, A3 |
| LLO4.1 | X |  |  | A1, A2, A3 |
| LLO5.1 | X |  |  | A1, A2, A3 |
| LLO6.1 | X |  |  | A1, A2, A3 |
| LLO7.1 | X |  |  | A1, A2, A3 |
| LLO8.1 | X |  |  | A1, A2, A3 |
| LLO9.1 | X |  |  | A1, A2, A3 |
| LLO10.1 | X |  |  | A1, A2, A3 |
| LLO11.1 | X |  |  | A1, A2, A3 |
| LLO12.1 | X |  |  | A1, A2, A3 |
| LLO13.1 | X |  |  | A1, A2, A3 |
| LLO14.1 | X |  |  | A1, A2, A3 |
| LLO15.1 |  | X |  | A1, A2, A3 |
| LLO16.1 |  | X |  | A1, A2, A3 |
| LLO17.1 |  | X |  | A1, A2, A3 |
| LLO18.1 |  | X |  | A1, A2, A3 |
| LLO19.1 |  |  | X | A1, A2, A3 |
| LLO20.1 |  |  | X | A1, A2, A3 |

## COURSE ASSESSMENT

**Table 4: Course assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Component** | **Assessment** | **CLOs** | **Percentage (%)** |
| A1. Process | - Attending full class  - Participating in lesson construction  - Class exercises  - LMS exercises | CLO1, CLO2, CLO3 | *30%* |
| A2. Midterm | - Personal test | CLO1, CLO2, CLO3 | *30%* |
| A3. Final | - Essays | CLO1, CLO2, CLO3 | *40%* |

## COURSE REQUIREMENTS AND EXPECTATIONS

* Attendance: Obeying the regulations.
* Students have to read the given study documentation by the lecturer before every lesson on the online learning system (LMS - learn.lhu.edu.vn).
* Students who do homework on LMS, answer short questions and exercises in class will be given bonus marks for the students' process.

## STUDY REFERENCES

**Textbook**

[1]. IIG Viet Nam (Oct 2019). Microsoft Office Word 2019 – Nha xuat ban Tong Hop Thanh Pho Ho Chi Minh

[2]. IIG Viet Nam (Oct 2019). Microsoft Office Excel 2019 – Nha xuat ban Tong Hop Thanh Pho Ho Chi Minh

[3]. IIG Viet Nam (Oct 2019). Microsoft Office PowerPoint 2019 – Nha xuat ban Tong Hop Thanh Pho Ho Chi Minh.

## SOFTWARE OR SUPPORTING EQUIPMENTS FOR PRACTICE

1. Microsoft Windows 10 (or upper)
2. Microsoft Office 2019.

* **General rules:**

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| **PLO** | Program Learning Outcomes/Standard Outcomes |
| **PI** | Performance Indicators |
| **CLO** | Course Learning Outcomes |
| **LLO** | Lesson Learning Outcomes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Head of Major/ Head of Faculty**  (sign and write full name) |  | Dong Nai, 2024Responsible lecturer  (sign and write full name) | |
|  |  | |  | |