MINISTRY OF EDUCATION AND TRAINING   THE SOCIALIST REPUBLIC OF VIETNAM
NATIONAL ECONOMICS UNIVERSITY   Independence - Freedom - Happiness
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SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE   TYPE OF EDUCATION: FULL-TIME

1. **GENERAL INFORMATION**
   - *Course title (Vietnamese):*   ***Tin học đại cương***
   - *Course title (English):*   ***Basic Informatics***
   - *Course code:*   **EPMP1143**
   - *Knowledge group:*   ***General education***

   - *Credit:*   **3**
   - *Prerequisite courses:*   **No**

2. **THE DEPARTMENT IN CHARGE: Economics Management**

3. **DESCRIPTION**

   The course provides students with basic knowledge of computer systems, application softwares and practical computer skills to help students improve their business and personal performance. In details, this course helps students learn how to use the Internet, Windows, and Office 365 with the most commonly used applications such as word processing, presentation processing, spreadsheet processing, and database administration.

   The main topics will be covered as follows:

   - Introduce computer systems & networks , Windows operating systems, and Ofice 365
   - Instruct to use Word
   - Instruct to use PowerPoint
   - Instruct to use Excel
   - Instruct to use Access

4. . **REFERENCES**
   Required textbooks

Robert T. Grauer (Author), MaryAnne Poatsy (Author), Michelle Hulett (Author), Cynthia Krebs (Author), Keith Mast (Author), Keith Mulbery (Author), Lynn Hogan (Author), *Exploring Microsoft Office 2010*, Volume 21st Edition

Other references: No.
Software used: Microsoft Office 2010 / Office 365

5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Have basic knowledge of computer systems, Windows, Internet and Office 365 and apply the knowledge in academic studying and researching.	KT 2	3
G2 (Skills)	Have skills in word processing , applying general basic informatics knowledge , and working in groups to prepare reports and presentations on a certain course-related topic in English.	KN5 KN6	3 3
G3 (Level of autonomy and responsibility)	Self-study to work and to create capacity to work for a lifetime . Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	NLTC2	4

6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Have basic knowledge of computer systems, Windows, Internet and Office 365.	2
	CLO 1.2	Applying basic informatics knowledge in academic studying and researching.	3

G2 (Skill)	CLO 2.1	Be able to process documents	3
	CLO 2. 2	Having skills in applying knowledge in basic informatics and teamwork skills to prepare reports and present on a certain course-related topic in English.	3
G3 (Level of autonomy and responsibility)	CLO 3.1	Self-study to work and to create capacity to work for a lifetime	4
	CLO 3.2	Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	**[2]**	**[3]**	**[4]**	**[5]**	**[6]**
Evaluate the learning process		From Week 1 to Week 12	CLO 1.1, CLO 3.1, CLO 3.2	-Full level of attendance - The level of lesson preparation at home (sufficiently, thoroughly) - Level of participation in answering lecturers' questions (quantity and quality of answers) - Level of participation in raising questions (quantity and quality of questions) *Marking criteria: Attend the class up to 8 points (absent 1 week minus 1 point, absent 2 to 3 weeks minus 2 point, absent 3 weeks minus 3 points); participate in*	10 %

3

				building articles up to 1 point; complete homework up to 1 point, scale: 10 To get a score of 10: Students need to attend class fully, actively contribute to build assignments during class, and always complete homeworks	
Midterm test 1	Mid-Term test 1 is a computer-based exam: students must complete an academic document that requires reference pages such as the Index, Chart of Figures, and List of Index. Reference lists must be done automatically; Students send assigment files to the lecturers.	Week 5 (After completing the instruction of using Word)	CLO 1.1, CLO 1.2, CLO 2.1, CLO 3.2	The degree of completing the mid-term exam on the computer (on time, the quality of the test is linked to the level of knowledge, skills, and the ability to autonomy and take responsibility of the learning outcomes of the course) Marking instruction: Score consists of 2 components, maximum score for formatting is 2, maximum content score 8. For content, each reference-missing page minus 1 point *To score 10:* students must complete the test with full requirements of the assignment, ensuring the requirements for formatting, content	20%

				and how to create reference pages.	
Mid-term test 2	Mid-term exam 2 is a group presentation: a group of students have to complete a presentation about academic , technology and social topics; Each student must participate in group work and project preparation and present from 3-4 minutes for the assessment of lecturers for individuals Notice: to the assigment should be submitted on Turnitin 2 days before the presentation.	Week 12	CLO 1.1, CLO 1.2, CLO 2.2, CLO 3.1, CLO 3.2	The degree of completion of group presentations (on time, quality of content and presentation, response to questions of lecturer linked to the level of knowledge, skills and autonomy and responsibility course learning outcomes) Marking instruction: The evaluation for each student based on: presentation points of the group and individual assignment points . Group presentation accounts for maximum of 7 points, individual presentation shall not exceed 3 points, To get a score of 10: the group must have a presentation of 7 points and individuals have to get a score of 3.	20%
Final exam	Recommended o pen competition, time 90 minutes.		CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2,	Each exam consists of 2 sections: (A) the theoretical sections are structured into 4	50%

			CLO 3.1, CLO 3.2	parts: (1) Computer and network basics, (2) PowerPoint; (3) Excel, (4) Word (4 questions for each part) 60% of the score and (B) Solve problem on Excel and then fill in the exam paper for 40% of the score (test quality is associated with degree of attainment of knowledge, skills and autonomy and accountability of the course learning outcome)	

* The course uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	**[2]**	**[3]**	**[4]**	**[5]**
1 -2	Course Introduction and TURNITIN **Chapter 1: Introduction to computer systems & networks** 1.1. Get started with Windows 7 1.2. Get started with the Internet 1.3. Get started with Office 365	CLO 1.1, CLO 3 .1	**Study at home:** Pre-study the document Chapter 1 - pages 1 - 162 **Teaching and learning in class** - Lecture: 3 sessions	- Evaluate the learning process, attitude, level of initiative and positivity in learning 10% - Individual t est : 20% - Group exercises,

			- Class discussion (group) - Divide groups and assign presentation topics to students : 1 session	presentations 20%
3 - 5	**Chapter 2: Using Word** 2.1. Introduction to Word 2.2. Presentation of Word documents 2.3. Collaboration and research in Word 2.4. Improved n antenna performance document in Word 2.5. Set up document printing parameters in Word Mid-term test number 1	CLO 1.1, CLO 1.2, CLO 2.1, CLO 3.1, CLO 3.3	**Study at home:** Pre-study Chapter 2 - pages 163 - 310 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (group): 1 session Take midterm test # 1 (individual)	
6	**Chapter 3: Using PowerPoint presentation** 3.1. Introduction to PowerPoint 3.2. Create presentations in PowerPoint 3.3. Develop all presentations t rong PowerPoint 3.4. Set printing parameters	CLO 1.1, CLO 1.2, CLO 2.1, CLO 3.1, CLO 3.3	**Study at Home:** Pre-study Chapter 3 Materials - pages 759 - 882 **Teaching and learning in class** - Lecture: 3 sessionsessions - Class discussion (group): 1 session	

	presentations t rong PowerPoint		
7 - 9	**Chapter 4: Using Excel spre adsheet software** 4.1. Introduction to Excel 4.2. Maths and formulas in Excel 4.3. Manage manual spreadsheets and page workbook i n Excel 4.4. Format a spreadsheet in Excel 4.5. Set up spreadsheet printing in Excel	CLO 1.1, CLO 1 .2, CLO 2.1, CL O 3.1, CLO 3.3	**Study at home:** Pre-study Chapter 4 - pages 311 - 578 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (grou p): 1 session
10 -11	**Chapter 5: Using Access dat abase management softw are** 5.1. Introduction to Access 5.2. Creating and Managing queries in Access 5.3. Create and administer templates in Access 5.4. Create and administer reports in Access 5.5. Set up Access database printing parameters *Review all topics*	1.1, 1.2, 2.1, 3.1, 3.3	**Study at home:** Pre- study Chapter 5 - pages 579 - 758 **Teaching and learning in class** - Lecture: 3 sessions - Class discussion (grou p): 1 session

| 12 | Midterm test 2 (group) | CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2, CLO 3.1, CLO 3.2 | Presentations and reports by group | |
| 13 | Final exam | CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2, CLO 3.1 | Opened book test, 90 minutes. | Theory questions, exercises on the computer 50 % |

9. COURSE REQUIREMENT
9.1. Rules of class participation

- Students are responsible for attending all classes. In any case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively read materials in advance, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Class attendance will be based on general class attendance, class contribution, and compliance with the class rules described below. Poor class participation, little contribution in the class, or non-compliance with class rules will result in poor class attendance grade. This class meets only one day per week, and much information must be covered to help you maximize your potential for success at EPMP and in life after the University. **THEREFORE, IF YOU MISS MORE THAN THREE CLASSES-- EXCUSED OR UNEXCUSED—YOU WILL RECEIVE A FAILING GRADE FOR THE COURS**

- Students are allowed to take the final exam when attended 80% of classes, take individual assignments and submit all group work on time

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- Arrive on time and be seated and ready to begin when the class begins. If you do arrive late, you are requested to enter the class through the rear doors only. Note that this class is intended for registered students only. Guests may attend with prior approval of the professor.

- Be prepared before coming to class – read the readings assigned and do the homework. Be sure to check Turnitin regularly to assess the materials. A student who has not prepared the entire class assignment for a given day will receive a grade of zero for class work on that day.

- Do not leave class unless absolutely necessary. If you do need to leave, please sit close to the door and make your exit as inconspicuous as possible.

- Turn off cell phones and computers - NO TEXTING AND **NO COMPUTERS** WILL BE ALLOWED DURING CLASS (you may be asked to leave class for that day if you are found to be texting in class). **No electronic devices** *(laptops, cell phones etc.) may be on or used during class unless medically necessary and approved.*

- Video or audio taping of the class is strictly prohibited. Also, note takers who are not registered in the class are not allowed in the class.

- Do not engage in individual discussions (persistent individual conversations will result in the participants being asked to leave class for that day).

- Participate by contributing comments and questions during the discussions. The instructor will call on students during the class if participants do not volunteer.

- Please use common courtesy and polite manners in class, during discussions and in any emails or communication related to the class in a business-like tone.

- Keep items you bring to a class minimal. For instance, noisy newspapers and food with odors are not acceptable. Small snacks are allowed, and any additional materials should be kept in your backpack.

- I have no tolerance for acts of academic dishonesty (such matters may be treated as listed below). To be fair to all students, grade changes or additional extra credit opportunities will not be considered. The only discussions on grades will be verification of the grade. The professor will not tolerate requests to increase grades or any excuses regarding grades. The system of an option final exam provides for any "second chances" for any issues arising during the semester.

Hanoi, Date Month Year 20

DEAN OF FACULTY   **PRINCIPAL**

(Signed)   **(Signed)**