BACHELOR PROGRAM

MAJOR: **Finance - Banking**

CONCENTRATION: **Banking**

SYLLABUS

1. **Course Title:** Fundamentals of Informatics
2. **Course Code:**
3. **Number of Credits:** 3
4. **Level:** 1st academic year
5. **Teaching Time Allocation:**
   - Lecture: 3 credits
   - Practice, laboratory: 20 hours in lab
6. **Pre-Requsites:** None
7. **Course Aims & Learning Objectives:**
   - Course Aims: This course enables students develop the knowledge, skills, and perspectives needed to effectively participate as a citizen, producer, and consumer in an information-driven society. Students will learn the fundamentals of informatics and Microsoft Office software (Word, Excel, PowerPoint).
   - Course Objectives:
     a) Students can understand the basic concepts of IT
     b) Students can understand the OS, use Windows OS
     c) Students can use Microsoft Word fluently to create, edit, format documents, business letters, templates, books…
     d) Students can use Microsoft Excel to solve management problems
     e) Students can use Microsoft PowerPoint to create attractive presentations
8. **Course Description**:

   This course have 6 parts:

   - The basic concepts of IT.
   - OS and Windows OS
   - Computer networks and the Internet
   - Microsoft Word
   - Microsoft Excel
   - Microsoft PowerPoint
9. **Student Learning Activities**:

- Participation: 80%
- Excecises: 80%

10. **Recommended Resources**:
- Textbooks: "Fundamentals of Informatics" – Faculty of BIS – University of Economics HCMC
- Reference books:
    o Step by Step Microsoft Office Professional 2010 –Microsoft Press.
    o MOS - Study Guide for Microsoft Word/Excel/Powerpoint/Outlook 2010 - Microsoft Press

11. **Evaluation**:
- Participation in class: 10%
- Presentation: 10%
- Mid – semester exam: 20%
- Final exam:60 %

12. **Course Grading Scale**: 10

13. **Learning Activities**:

Date	Lecture	Textbook	Student Preparation	Learning objectives
1 (3 hours)	Part 1: Basic concepts Chapter 1: overview	Part 1, chapter 1 in textbook	Reading chapter 2,3 in textbook Prepare Presetation about chapter 2,3	(a)
2 (3 hours lecture + 2 hours practice)	Chapter 2: OS – Windows OS Chapter 3: Computer networks and the Internet	Part 1, Chapter 2, 3 in textbook	Present about computer networks and the Internet Reading part 2 (chapter 1,2,3)	(b)
3 (3 hours+ 2 hours practice)	Part 2: Microsoft Word Chapter 1: Overview Chapter 2: Format text, paragraph Chapter 3: page layout and Print	Part 2, chapter 1, 2, 3 in textbook	Reading chapter 4, 5, 6 Do Word excercises	(c)
4 (3 hours + 2 hours practice)	Chapter 4: Table Chapter 5: Objects Chapter 6: Tools	Part 2, Chapter 4, 5, 6 in textbook	Reading Part 3, chapter 1, 2 Do Word excercises	(c)
5 (3 hours+ 2 hours practice)	Part 3: Microsoft Excel Chapter 1: Overview Chapter 2: edit and	Part 3, chapter 1,2 in textbook	Reading chapter 3 in textbook Do word	(d)

	format worksheet		excercises	
6 (3 hours + 2 hours practice)	Chapter 3: Functions	Part 3, Chapter 3 in textbook	Do Excel exercises	(d)
7 (3 hours + 2 hours practice)	Do excel excercises	Excel excercises	Analysis and design some management problems Reading chapter 4 in textbook	(d)
8 (3 hours + 2 hours practice)	Chapter 4: Database	Part 3, Chapter 4 in textbook	Do excel excercises Group dicussions Reading chapter 5, 6 in textbook	(d)
9 (3 hours + 2 hours practice)	Chapter 5: Chart Chapter 6: Analysis and design some management problems with Excel	Part 3, Chapter 5, 6 in textbook	Do excel excercises Reading part 4 in textbook Prepare Presetation about PowerPoint	(d)
10 (3 hours + 2 hours practice)	Part 4: Microsoft PowerPoint Present presentations	Part 4 in textbook	Do PowerPoint excercises Prepare some questions about the course	(e)
11 (3 hours + 2 hours practice)	Review Mid – semester exam			(a),(b),(c), (d),(e)
Total: 3 credit + 20 hours				

HoChiMinh City, 23/04/2013

COURSE COORDINATOR   **LECTURER**

Truong Viet Phuong   **Truong Viet Phuong**