TRƯỜNG ĐẠI HỌC BÁCH KHOA HÀ NỘI
HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

BASIC INFORMATICS
INTRODUCTION

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Course description

❑ **GOAL**

- Basic knowledge of computers such as hardware, software, Internet;

- Understand and use corresponding software in daily life/work.

- Use Microsoft office software to collect, analyze information; solve IT problems.

❑ **ISSUES**

(1) Concept of computer information systems,

(2) Microsoft office skills.

Teaching Schedule

❑ Session 1+2 +3: Introduction to Computer Concepts

- Introduction
- ICT, computer concept…
- Review and Test 1

❑ Session 4+5+6 : Microsoft Word

- Teaching guide
- Lab exericises
- Review and Test 2

❑ Session 7+8+9: Microsoft Excel

- Teaching guide
- Lab exericises
- Review and Test 3

Teaching Schedule

❑Session 10+11+12: Microsoft Power Point

- Teaching guide
- Lab exericises
- Review and Test 4

❑ Session 13: Database

- Teaching guide

❑ Session 14: Overall Review

- Teaching guide

❑Session 15: Final Test

Assessment methods

Attendance	10%
Exam 1 – Computer/ICT Concepts	15%
Exam 2 – Word	15%
Exam 3 – Excel	15%
Exam 4 – PowerPoint	15%
Exam 5 – Final	30%

Course materials

❑ **Via Microsoft Teams**

– **Team code: 2av5crx**