

1. **Course Title:** **OFFICE INFORMATICS**
2. **Course Code:** **MIS1001**
3. **Major:** **Accounting**
4. **Concentration:** **Accounting**
5. **Credit Number:** **03**
6. **Level:** **Undergraduate**
7. **Prerequisite:** **None**
8. **Course Aims:**

The module equips students with the following knowledge: computer network, individuals and businesses' information security and privacy as well as updates the trends of modern information technology. The module also equips students with a variety of skills: organizing personal work; group working; storing, managing and exploiting data through online network environment; using common software for office work such as advanced document processing with MS. Word, advanced spreadsheet manipulations with MS. Excel, using slideshows with MS. Powerpoint; application of information technology in professional activities in the area of economics and management.

9. Course Learning Outcomes (CLO)

	CLO code	Course Learning Outcomes	Bloom Taxonomy
1	CLO1	Describe basic knowledge about computer network and the Internet. Infer trends of applying modern information technology in business	2
2	CLO2	Describe problems of information security and privacy of individuals, enterprises, as well as organizations	2
3	CLO3	Organize personal work, group working, storing and mining online data through computer network environment	6
4	CLO4	Construct documents and scientific reports using Microsoft Word	6
5	CLO5	Create spreadsheets and advanced data analysis using Microsoft Excel	6
6	CLO6	Construct presentations and methods to present effectively using Microsoft Powerpoint	6

Matrix showing the alignment of Course Learning Outcomes (CLO) with Program Learning Outcomes (PLO)

Course Learning Outcomes/ Program Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1					X	X		X				
CLO2					X	X		X				
CLO3					X	X		X				
CLO4								X				
CLO5								X				
CLO6						X		X				
Overall					X	X		X				

10. Students Responsibilities

- Reading lectures and finishing homeworks before class
- Taking part in workgroups and practice sessions
- Taking part in all lectures and exams under the current regulations

11. Course Materials

11.1. Course book

TL1. *Giáo trình Tin học đại cương*, Hoàng Thị Thanh Hà, NXB Thông tin Truyền thông (2014).

11.2. Reference book(s)

TK1. *MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook*; Joan Lambert and Joyce Cox; Microsoft Press (2012).

12. Grading Policy: Credit Based System

13. Detailed Course Content

CHAPTER 1

COMPUTER NETWORK AND INFORMATION SECURITY

1.1. Introduction to computer network and the Internet

- 1.1.1. Computer network concepts and classification
- 1.1.2. Communication environment
- 1.1.3. Basic Internet services

1.2. Typical applications of Internet

- 1.2.1. Internet marketing
- 1.2.2. Social network
- 1.2.3. Electronic commerce
- 1.2.4. E-banking
- 1.2.5. E-learning
- 1.2.6. E-government
- 1.2.7. Video conference

1.3. Information system security and privacy

- 1.3.1. Introduction
- 1.3.2. Threats to unsafe information
 - a. Subjective factors
 - b. Objective factors
- 1.3.3. Solutions for data and information security and privacy
 - a. Protection against viruses and malware
 - b. Prevention of stealing personal information
 - c. Ensuring information security for files
 - d. Physical protection and limit risks
 - e. Secure data destruction
- 1.3.4. Secure web usage
 - a. Web browsing
 - a. Social network
 - b. Email
 - c. Instant message
- 1.3.5. Policies and legal documents on information security in Vietnam

1.4. Trends of IT applications in Enterprises

- 1.4.1. Digital signature and e-authentication
- 1.4.2. Web-based services and social networking
- 1.4.3. Mobile Technology
- 1.4.4. Virtualization and cloud computing
- 1.4.5. Distributed application
- 1.4.6. Big data and Data mining
- 1.4.7. Locating technologies (GIS, GPS, RFID)

1.4.8. The integrated information systems in enterprises

Learning Materials

TL1. Chapter 3, Giáo trình Tin học đại cương

CHAPTER 2

WORK ORGANIZATION AND GROUP WORKING ON COMPUTER NETWORK ENVIRONMENT

2.1. Store and share data online (MS OneDrive, Google Drive)

2.1.1. Data storage

2.1.2. Data Exploitation and management

2.1.3. Data sharing

2.2. Working with email and contacts management (Outlook WebApp, Gmail)

2.2.1. Check, read and reply to email

2.2.2. Compose and send email

2.2.3. Management and exploitation of the mailbox

2.2.4. Configure mailbox

2.3. Manage and share working calendar (MS Calendar, Google Calendar)

2.3.1. Create calendar

2.3.2. Manage calendar

2.3.3. Share calendar

2.4. Organizing group meetings and online conversations (MS Lync, Skype)

2.4.1. Introduction to MS Lync, Skype

2.4.2. Contacts management

2.4.3. Send a message in the workgroup

2.4.4. Create online calls in the workgroup

2.4.5. Sharing data

2.5. Create online survey form (OneDrive, Google Form)

2.5.1. Introduction to online survey

2.5.2. Create and update form

2.5.3. Issuing form

2.5.4. Synthesis and analysis of collected data

2.6. Data synchronisation and network operators on the smart devices

2.6.1. Email

2.6.2. Contacts

2.6.3. Working calendar

2.6.4. Synchronize and store data on the cloud (Cloud Computing)

Learning materials

TL1. Chapter 3, Giáo trình Tin học đại cương

CHAPTER 3

ADVANCED DOCUMENT PROCESSING WITH MS. WORD

3.1. Document formatting

3.1.1. Update and format document

3.1.2. Insert objects into document

3.1.3. Page format and print document

3.2. Advanced techniques

3.2.1. Set up document style

3.2.2. Bullets and numbering

3.2.3. Table of figures

3.2.4. Footnote

3.2.5. Management of reference sources

3.2.6. Document Template

3.3. Extended functionalities

3.3.1. Mail Merge

3.3.2. Comment

3.3.3. AutoCorrect

3.3.4. Track changes

3.3.5. Handling with languages

3.3.6. Document protection

3.3.7. Changing options

3.4. Skills for composing common documents

3.4.1. Composing scientific reports

- 3.4.2. Composing administrative, office documents
- 3.4.3. Composing economic contracts
- 3.4.4. Other document types

Learning materials

- TL1. Chapter 4, Giáo trình Tin học đại cương
- TK1. Chapter Microsoft Word 2010, Giáo trình MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook

CHAPTER 4

ADVANCED DATA ORGANIZATION AND ANALYSIS WITH MS. EXCEL

4.1. Introduction to MS.Excel

- 4.1.1. Structure of a spreadsheet
- 4.1.2. Types of addresses in Excel
- 4.1.3. Create, format and save a spreadsheet

4.2. Working with functions in MS.Excel

- 4.2.1. Introduction to functions and usage
- 4.2.2. Statistics functions
- 4.2.3. Date and time functions
- 4.2.4. Text functions
- 4.2.5. Lookup and reference functions
- 4.2.6. Database functions
- 4.2.7. Accounting and financial functions
- 4.2.8. Matrix functions

4.3. Working with array formula

- 4.3.1. Introduction to array formula
- 4.3.2. Using array formula

4.4. Working with charts

- 4.4.1. Types of charts in MS.Excel
- 4.4.2. Creating charts with MS.Excel

4.5. Solving optimisation problem with MS.Excel

- 4.5.1. Introduction to optimisation problems

- 4.5.2. Data organization for solving optimization problem
- 4.5.3. Solving optimisation problems with Solver tool
- 4.6. Data description, analysis and prediction with MS.Excel**
 - 4.6.1. Descriptive statistics
 - 4.6.2. Data analysis with Pivot Table
 - 4.6.3. Data prediction with linear regression model
- 4.7. Advanced manipulations**
 - 4.7.1. Data validation
 - 4.7.2. Conditional formatting
 - 4.7.3. Data sort and filter
 - 4.7.4. Creating list box
 - 4.7.5. Data Consolidation
 - 4.7.6. Subtotal
 - 4.7.7. Data protection

Learning materials

TL1. Chapter 5, Giáo trình Tin học đại cương.

TK1. Chapter Microsoft Excel 2010, Giáo trình MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook.

CHAPTER 5

BUILDING PRESENTATION WITH MS. POWERPOINT

- 5.1. Planning for presentation**
 - 5.1.1. Learn about the context of slideshow
 - 5.1.2. Prepare for presentation
 - 5.1.3. Design content and form for effective presentation
- 5.2. Building the presentation**
 - 5.2.1. Using slide master
 - 5.2.2. Using slide template
 - 5.2.3. Working with picture and video objects
 - 5.2.4. Create animation
 - 5.2.5. Link, embed, input /output reference pages, slides
- 5.3. Using MS. PowerPoint during presentation**

- 5.3.1. Using comments for presentation
- 5.3.2. Presenting
- 5.3.3. Rules for improving the effectiveness of the presentation
- 5.3.4. Common shortcut keys

Learning materials

TL1. Chapter 6, Giáo trình Tin học đại cương.

TK1. Chapter Microsoft PowerPoint 2010, Giáo trình MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook.

14. Matrix showing the alignment of Course Learning Outcomes (CLO) with Course Contents

	Chapter	CLO1	CLO2	CLO3	CLO4	CLO5	CLO6
1	Computer network and information security	X	X				
2	Work organization and group working On computer network environment			X			
3	Advanced document processing with MS. Word				X		
4	Advanced data organization and analysis with MS. Excel					X	
5	Building presentation with MS. Powerpoint						X

15. Matrix showing the alignment of Course Learning Outcomes (CLO) with Teaching Learning Methods (TLM)

	TLM Code	Teaching Learning Methods	TLM Group	CLO1	CLO2	CLO3	CLO4	CLO5	CLO6
1	TLM1	Explicit Teaching	1	X	X	X	X	X	X
2	TLM2	Lecture	1	X	X	X	X	X	X
3	TLM3	Guest lecture	1						
4	TLM4	Problem Solving	2			X	X	X	X
5	TLM5	Brainstorming	2						
6	TLM6	Case Study	2			X	X	X	X
7	TLM7	Role play	2						
8	TLM8	Game	2						
9	TLM9	Field Trip	2						
10	TLM10	Debates	3	X	X				
11	TLM11	Discussion	3	X	X				
12	TLM12	Teamwork Learning	3	X	X	X			X
13	TLM13	Inquiry	4						
14	TLM14	Research Project	4						
15	TLM15	Technology Based Methods	5	X	X	X	X	X	X
16	TLM16	Work Assignment	6	X	X	X	X	X	X
17	TLM17	Others	7						

16. Time Allocation for 3 credits (1 credit = 15 period)

	Chapter	Credits			Teaching and Learning Methods
		Lecture	Practice/ Discussion ^(*)	Total	
1	Computer network and information security	5	0	5	TLM1, TLM2, TLM12, TLM15, TLM16, TLM10, TLM11
2	Work organization and group working On computer network environment	3	4	7	TLM1, TLM2, TLM4, TLM6, TLM12, TLM15, TLM16, TLM10, TLM11
3	Advanced document processing with MS. Word	6	6	12	TLM1, TLM2, TLM4, TLM6, TLM15, TLM16
4	Advanced data organization and analysis with MS. Excel	7	8	15	TLM1, TLM2, TLM4, TLM6, TLM15, TLM16
5	Building presentation with MS. Powerpoint	1	3	4	TLM1, TLM2, TLM4, TLM6, TLM12, TLM15, TLM16
6	Midterm exam	0	2	2	
	Overall	22	23	45	

Notes: Number of practice/discussion periods in reality is twice of the designed period number of practical work/discussion

17. Matrix showing the alignment of Course Learning Outcomes (CLO) with Assessment Methods (AM)

	Code	Assessment Methods	AM Group	CLO1	CLO2	CLO3	CLO4	CLO5	CLO6
1	AM1	Attendance Check	1						
2	AM2	Work Assignment	1	X	X	X	X	X	X
3	AM3	Oral Presentation	1	X	X				X
4	AM4	Performance Test	2			X	X	X	
5	AM5	Journal and Blogs	2						
6	AM6	Essay	2				X		
7	AM7	Multiple Choice Exam	2	X	X	X		X	
8	AM8	Oral Exam	2						
9	AM9	Written Report	2						
10	AM10	Oral Presentation	3						
11	AM11	Teamwork Assessment	3						
12	AM12	Graduation Thesis/ Report	3						
13	AM13	Others	4						

18. Assessment timelines

	Week	Content	Assessment Methods	Weight (%)	CLO1	CLO2	CLO3	CLO4	CLO5	CLO6
1	1-15	Chapter 1, 2, 3, 4, 5	AM2, AM3, AM4	20%	X	X	X	X	X	X
2	7, 8	Chapter 3	AM6	20%	20%				X	
3	University Final Exam Plans	All contents		60%	60%	X	X	X		X
Overall				100%						

Approval of Department/Academic Division