# SCHEDULE OF LECTURE "BASIC INFORMATICS 1"

Teacher: McS. Giang Kiên Trung  Credits: 02 (Reg: 20% - Mid:20% -Final: 60%)

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| Week | Description | Credits hours | | | | | Total |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | | Class hours | | | LAB experiment | Self- Study | |
| | | Lecture | Exercise | Discussion | | | |
| 1 | **Part 1: Basic concept on Computer** | | | | | | |
| | 1.1. Introduction about history of Computer | 1 | | | | | 1 |
| 2 | 1.2. Data and Information | 1 | | | | | 2 |
| | 1.3. OS (Operating System) and Software | 1 | | | | | |
| 3 | **Part 2: First introduction about Office Suite (LibreOffice) + Input (Unikey, Ibus- unikey)** | | | | | | |
| | 2.1. LibreOffice and Unikey: What and why | 2 | | | | | 6 |
| | 2.2. Text Editor Writer (MS Word) | | 1 | | 3 | | |
| 4 | 2.3. SpreadSheet Cals (MS Excel) | 2 | | | 2 | | 4 |
| | 2.4. Presentation: Impress (MS Power Point) | 1 | 1 | | 2 | | 8 |
| 5 | 2.5. Some advance options of LibreOffice: export document to PDF, convert font to Unicode, formula; | 1 | | | 3 | | |
| 6 | **Midterm examination** (Part 2) | | | | | | |
| 7 | **Part 3: Computer network and Internet** | | | | | | |
| | 3.1. History of Computer Network and Internet | 1 | | | | | 1 |
| | 3.2. Create an e-mail account (Sign-up) and Working | 1 | 1 | | 2 | | 8 |
| | 3.3. Basic on Searching "Art of Searching on Google" | 2 | | | 2 | | |
| 8 + 9 | **Group exercise** (options, seminar...) | | | *6* | | | |
| | **Total:** | 13 | 3 | | 14 | | **30** |