BỘ GIÁO DỤC VÀ ĐÀO TẠO
MINISTRY OF EDUCATION AND TRAINING
TRƯỜNG ĐẠI HỌC MỞ THÀNH PHỐ HỒ CHÍ MINH
HO CHI MINH CITY OPEN UNIVERSITY

ĐỀ CƯƠNG MÔN HỌC
COURSE SPECIFICATION

I. Thông tin tổng quát - General information

1. Tên môn học tiếng Việt/ Course title in Vietnamese: Tin học văn phòng nâng cao

   Mã môn học/Course code: COMP5303

2. Tên môn học tiếng Anh/ Course title in English: Advanced Office Informatics

3. Phương thức giảng dạy/Mode of delivery:

   ☐ Trực tiếp/FTF ☐ Trực tuyến/Online ☒ Kết hợp/Blended

4. Ngôn ngữ giảng dạy/Language(s) for instruction:

   ☒ Tiếng Việt/Vietnamese ☐ Tiếng Anh/English ☐ Cả hai/Both

5. Thuộc thành phần kiến thức/kỹ năng/ Knowledge/Skills:

   ☒ Giáo dục đại cương/General   ☐ Kiến thức chuyên ngành/Major

   ☐ Kiến thức cơ sở/Foundation   ☐ Kiến thức bổ trợ/Additional

   ☐ Kiến thức ngành/Discipline   ☐ Đồ án/Khóa luận tốt nghiệp/Graduation thesis

6. Số tín chỉ/Credits

Tổng số/Total	Lý thuyết/Theory	Thực hành/Practice	Số giờ tự học/Self-study
3	2	1	90

7. Phụ trách môn học-Administration of the course

   a. Khoa/Bộ môn/Faculty/Division: Faculty of Basic Sciences / Division ò non-specialized Informatics.

b. Giảng viên/Academics:

STT	GIẢNG VIÊN	EMAIL
1	Huỳnh Minh Quang	quang.hm@ou.edu.vn
2	Nguyễn Cao Tùng	tung.nc@ou.edu.vn
3	Nguyễn Thị Trâm Anh	tramanh.nguyen@ou.edu.vn
4	Nguyễn Tri Quỳnh Nga	nga.ntq@ou.edu.vn
5	Trần Chí Hiếu	hieu.tc@ou.edu.vn

c. Phòng làm việc/Room: P.502, 35-37 Hồ Hảo Hớn, P. Cô Giang, Quận 1, TP. HCM

II. Thông tin về môn học-Course overview

1. Mô tả môn học/Course description:

Advanced Office Informatics subject belongs to the general education knowledge block in the training programs of all majors, except for majors in the Faculty of Information Technology and Data Science.

Advanced Office Informatics subject guides students in using common application software in advanced-level offices. Students who study and pass the Advanced Office Informatics course will meet advanced IT use skills standards according to Circular No. 03/2014 of the Ministry of Information and Communications stipulating IT use skills standards applicable to institutions. Agencies, organizations and individuals directly participating or related to IT skills assessment activities.

2. Môn học điều kiện/Requirements:

STT/No.	Môn học điều kiện/ Requirements	Mã môn học/Code
1.	Môn tiên quyết/Pre-requisites	
2.	Môn học trước/Preceding courses	
3.	Môn học song hành/Co-courses	

3. Mục tiêu môn học/Course objectives

Mục tiêu môn học/ Course objectives	Mô tả - Description	CĐR CTĐT phân bổ cho môn học - PLOs
CO1	Use word processing, spreadsheet, and presentation software at advanced level.	

4. Chuẩn đầu ra (CĐR) môn học – Course learning outcomes (CLOs)

After studying this subject, learners will be able to:

Mục tiêu môn học/Course objectives	CĐR môn học (CLO)	Mô tả CĐR -Description
CO1	CLO1	Distinguish between types of office software. Use Microsoft Office 365 software to create documents, spreadsheets, and presentation file.
	CLO2	Use word processing software at advanced level.
	CLO3	Use word spreadsheet software at advanced level.
	CLO4	Use word presentation software at advanced level.

Integrated matrix between the learning outcomes of the subject and the learning outcomes of the training program:

CLOs	
CLO1	
CLO2	
CLO3	
CLO4	

5. Học liệu – Textbooks and materials

a. Giáo trình-Textbooks

[1] Lê Đức Long và cộng sự. Giáo trình tin học nâng cao. Nhà xuất bản đại học Sư phạm TP.HCM, TP.HCM, 2019 [61912]

b. Tài liệu tham khảo (liệt kê tối đa 3 tài liệu tham khảo)/Other materials

[2] www.office.com

[3] workspace.google.com

[4] www.libreoffice.org

c.   *Phần mềm/Software*

[1] Microsoft Windows 10.

[2] Microsoft 365.

6.   Đánh giá môn học/Student assessment

Thành phần đánh giá/Type of assessment	Bài đánh giá Assessment methods	Thời điểm Assemment time	CĐR môn học/CLOs	Tỷ lệ % Weight %
(1)	(2)	(3)	(4)	(5)
A1. Đánh giá quá trình/Formative assessment	A1.1 Multiple choice test for chapters 1, 2, 3, 4 (on LMS)	Section 11	CLO1, CLO2,CLO3,CLO4	10%
	A1.2 Participate in forum discussions (Lecturer summarizes the students' discussion process)	Section 12	CLO1, CLO2,CLO3,CLO4	5%
	Tổng cộng/Total			15%
A2. Đánh giá giữa kỳ/ Mid-term assessment	Practice test for word proccessing	Section 6	CLO2	35%
	Tổng cộng/Total			35%
A3. Đánh giá cuối kỳ /End-of-course assessment	Practice test for spreadsheets and slideshows	End of course	CLO3,CLO4	50%
	Tổng cộng/Total			50%
Tổng cộng/Total				**100%**

a) Hình thức – Nội dung – Thời lượng của các bài đánh giá/Assessment format, content

Assessment	Assessment format	Content	Duration	Tool
A1.1	Multiple choice	Multiple choice test for chapters 1, 2, 3, 4 (on LMS)	30 minutes	Ma trận đề thi
A1.2	Forum discussion	Forum discussion on LMS	Lecturer evaluate throughout the learning process	Rubrics 1

Assessment	Assessment format	Content	Duration	Tool
A2	Practice test	Practice test for word proccessing	60 minutes	Rubrics 2
A3	Practice test	Practice test for preadsheets and slideshows	90 minutes	Rubrics 3

b) Rubrics (bảng tiêu chí đánh giá):

+ Exam matrix: Multiple choice test for chapters 1, 2, 3, 4 (A1.1)

Chapter \ Level	Level 1	Level 2	Level 3	Cộng
Chapter 1	CLO1	CLO1	CLO1	
Number of questions Number of points	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 3 Number of points: 1,5*	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 5 2,5 điểm= 25%*
Chapter 2	CLO2	CLO2	CLO2	
Number of questions Number of points	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 3 Number of points: 1,5*	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 5 2,5 điểm= 25%*
Chapter 3	CLO3	CLO3	CLO3	
Number of questions Number of points	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 3 Number of points: 1,5*	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 5 2,5 điểm= 25%*
Chapter 4	CLO4	CLO4	CLO4	
Number of questions Number of points	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 3 Number of points: 1,5*	*Number of questions: 1 Number of points: 0,5*	*Number of questions: 5 2,5 điểm= 25%*
Total number of questions Total number of points	Number of questions: 4 Number of points: 20 %	Number of questions: 12 Number of points: 60 %	Number of questions: 4 Number of points: 20 %	Number of questions: 20 Number of points: 10

+ Rubrics 1: Formative assessment (A1.2)

Quality level	Points	Quality description	CLO
A	8,5 - 10	Participate in discussions regularly and respond to topics accurately, without errors.	CLO1, CLO2, CLO3, CLO4
B	7,0 – 8,4	Participate in discussions regularly and answer topics fairly accurately, with few errors.	CLO1, CLO2, CLO3, CLO4
C	5,5 – 6,9	Participate in discussions and answer topics relatively accurately, with few errors.	CLO1, CLO2, CLO3, CLO4
D	4,0 – 5,4	Participates in discussions and answers topics with average accuracy, with few errors.	CLO1, CLO2, CLO3, CLO4
F	Dưới 4,0	Do not participate in discussions or reply to the wrong topic.	CLO1, CLO2, CLO3, CLO4

+ Rubrics 2: Mid-term assessment (A2)

Quality level	Points	Quality description	CLO
A	8,5 - 10	Enter the text correctly and format it as required. Insert table of contents, header, footer into multi-page documents.	CLO2
B	7,0 – 8,4	Enter the exact text and approximate format required. Perform at least one operation: insert table of contents, header, footer into multi-page documents.	CLO2
C	5,5 – 6,9	Enter the exact text and approximate format required.	CLO2

Quality level	Points	Quality description	CLO
		Inaccurate or unable to perform the following operations: inserting table of contents, header, footer into multi-page documents.	
D	4,0 – 5,4	Enter the exact text and approximate format required. Unable to perform the following operations: insert table of contents, header, footer into multi-page documents.	CLO2
F	Dưới 4,0	Enter text and format incorrectly. Unable to perform the following operations: insert table of contents, header, footer into multi-page documents.	CLO2

+ Rubrics 3: End-of-course assessment (A3)

Quality level	Points	Quality description	CLO
A	8,5 - 10	Create and format presentations, insert graphic objects into presentations, create effects, and create links for slides as required. Perform operations on the master slide. Create spreadsheets, enter data, create formulas using operators, common functions with exact results and formulas that copy correct results to neighboring cells. Sort, filter data, create charts, format spreadsheets.	CLO3, CLO4
B	7,0 – 8,4	Create and format presentations, insert graphic objects into presentations, have effects, create links for slides. Unable to perform operations on slide master. Create spreadsheets, enter data, create formulas using operators, common functions with accurate results, and format spreadsheets. Unable to perform statistics, create charts, or filter data.	CLO3, CLO4
C	5,5 – 6,9	Create and format presentations, insert graphic objects into presentations, no animation effects for	CLO3, CLO4

Quality level	Points	Quality description	CLO
		slides. Unable to perform operations on slide master. Create spreadsheets, enter data, create formulas using common operators and functions that have correct results but copied formulas do not have correct results for neighboring cells, format spreadsheets. Unable to perform statistics, create charts, or filter data.	
D	4,0 – 5,4	Create and format presentations, do not insert graphic objects into the presentation, do not have effects or links for slides as required. Unable to perform operations on slide master. Creating spreadsheets, entering data, creating formulas using common operators and functions has correct results, but the copied formula does not have correct results for neighboring cells, and does not format the spreadsheet. Unable to perform statistics, create charts, or filter data.	CLO3, CLO4
F	Dưới 4,0	Create and format presentations without enough content, without effects or links for slides. Unable to perform operations on slide master. Creating spreadsheets, entering incomplete data, not creating formulas with correct results, and copying formulas not having correct results for neighboring cells. Unable to perform statistics, create charts, or filter data.	CLO3, CLO4

7. Kế hoạch giảng dạy (Tỷ lệ trực tuyến)/Teaching schedule: 15/60

a. Lớp ban ngày/Daytime Class (5 periods/session):

Week Section	Content	CĐR subject CLOs	Self-study		FTF Theory		FTF Practice		Online (if any) Theory		Student assessment	Textbooks and materials
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
1	Chapter 1: Overview 1.1. Office Software 1.1.1. General Introduction 1.1.2. Open Source Office Software 1.1.3. Web-based Office Software 1.1.4. Commercial Office Software	CLO1	•View the article on the LMS. •Refer to various software websites. •Experience with Ms Office software. •Discuss on the LMS.	5					Lecturer •Provide multimedia materials. •Pose discussion questions. Students: •View multimedia materials. •Participate in discussions.	2	A1.1	[2],[3],[4]
2	1.2. Microsoft 365 1.1.5. Familiarization with basic interface components. 1.1.6. Working with files. 1.1.7. Utilizing the help system. Chapter 2: Advanced Text Processing	CLO1 CLO2	•View the article on the LMS. •Refer to software websites.	7	Lecturer: •Teaching •Pose discussion questions	2	Lecturer guides practical sessions: •Working with Microsoft Office software	3				[2]

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
	2.1. Formatting 2.1.1. Character formatting 2.1.2. Paragraph formatting 2.1.3. Formatting using styles.		•Experience with Ms Office software. •Discuss on the LMS.		Students: • Attend the lecture •Participate in discussions		•Working with files Students: • Practice					
3	2.1.4 Multilevel numbering 2.2. Page Setup 2.2.1. Sectioning 2.2.2. Page layout 2.2.3. Creating page headers 2.3. Text presentation in columns 2.3.1. Column division	CLO2	•View the article on the LMS. •Discuss on the LMS.	7	Lecturer: • Teaching Students: • Attend the lecture	2	Lecturer: • Guide practice sessions Students: • Practice	3			A1.1 A1.2 A.2	[1] page.22-page.27
4	2.3.2. Using tables 2.3.3. Using tabs 2.4. Creating references 2.4.1. Creating footnotes 2.4.2. Creating a table of contents 2.4.3. Creating an index 2.4.4. Creating references	CLO2	View the article on the LMS. • Discuss on the LMS.	7	Lecturer: • Teaching Students: • Attend the lecture	2	Lecturer: • Guide practice sessions Students: • Practice	3				[1] page.27-page.28
5	2.5. Mail merge 2.5.1. Mail merge using a wizard 2.5.2. Refining mail merge	CLO2	View the article	11					Lecturer:	5	A1.1 A1.2 A.2	[1]page.56-page.57

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
			on the LMS. • Discuss on the LMS.						• Provide multimedia materials. • Pose discussion questions.			
									Students: • View multimedia materials. • Participate in discussions.			
6	Chapter 3: Advanced Spreadsheet Usage 3.1. Formatting 3.1.1. Data formatting 3.1.2. Conditional formatting 3.1.3. Formatting as a Table 3.2. Using functions 3.2.1. Creating formulas	CLO3	View the article on the LMS. • Discuss on the LMS.	7	Lecturer: • Teaching Students: • Attend the lecture	2	Lecturer: • Guide practice sessions Students: • Practice	3			A1.1 A1.2 A3	[1]page.74-page.76
7	3.2.2. Logical functions 3.2.3. Lookup functions	CLO3	View the article on the LMS. •	5	Lecturer: • Teaching Students:	1	Lecturer: • Guide practice sessions Students:	4			A1.1 A1.2 A3	[1] page.104-page.114

Week Section	Content	CĐR subject CLOs	Self-study Activity	Periods	FTF Theory Activity	Periods	FTF Practice Activity	Periods	Online (if any) Theory Activity	Periods	Student assessment	Textbooks and materials
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
			Discuss on the LMS.		• Attend the lecture		• Practice					
8	3.2.4. Statistical functions 3.2.5. Database functions		View the article on the LMS. • Discuss on the LMS.	5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	4				
9	3.3. Charts and Pivot Tables 3.3.1. Charts 3.3.2. Pivot Tables	CLO3	View the article on the LMS. • Discuss on the LMS.	11					Lecturer: • Provide multimedia materials. • Pose discussion questions. Students: • View multimedia materials. • Participate in discussions.	5	A1.1 A1.2 A3	[1] page .96-page 98
10	3.4. Working with Data 3.4.1. Sorting		View the article	7	Lecturer:	2	Lecturer: • Guide	3				[1] page .86-page .93

Week Section	Content	CĐR subject CLOs	Teaching and learning methods									Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)				
					Theory		Practice		Theory				
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods			
(1)	(2)	(3)	(4)		(5)		(6)		(7)			(8)	(9)
	3.4.2. Filtering Data 3.4.3. Grouping Data Summaries		on the LMS. • Discuss on the LMS.		• Teaching Students: • Attend the lecture		practice sessions Students: • Practice						
11	Chapter 4: Advanced Presentation Usage 4.1.Presentation Formatting 4.1.1. Effective Design of Content and Presentation 4.1.2. Themes 4.1.3. Formatting Graphic Objects 4.1.4. Inserting Audio and Video 4.1.5. Creating Effects 4.1.6. Using Hyperlinks	CLO4	View the article on the LMS. • Discuss on the LMS.	7	Lecturer: • Teaching Students: • Attend the lecture	2	Lecturer: • Guide practice sessions Students: • Practice	3				A1.1 A1.2 A3	[1] page .125- page .125 [1] page .127- page 130
12	4.2. Customizing the Slide Master 4.2.1. Customizing the Slide Master 4.2.2. Customizing Layouts 4.2.3. Adding Layouts	CLO4	View the article on the LMS. • Discuss on the LMS.	5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	4				A1.1 A1.2 A3	[1] page .125- page .125
13	4.3. Presentation 4.3.1. Setting up Slide Show Sequence 4.3.2. Using Presentation Tools	CLO4	View the article on the LMS.	6					Lecturer: • Provide multimedia materials	3		A1.1 A1.2 A3	[1] page .137- page .141

Week Section	Content	CĐR subject CLOs	Self-study		FTF				Online (if any)		Student assessment	Textbooks and materials
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
			• Discuss on the LMS.						• Pose discussion questions. Students: • View multimedia materials. • Participate in discussions.			
Total			X	90	X	15	X	30	X	15	X	X

b. *Lớp ban đêm/Evening class (3 periods/session):*

Week Section	Content	CĐR subject CLOs	Self-study		FTF				Online (if any)		Student assessment	Textbooks and materials
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
1	Chapter 1: Overview 1.1. Office Software 1.1.1. General Introduction 1.1.2. Open Source Office Software 1.1.3. Web-based Office Software	CLO1	•View the article on the LMS.	5					Lecturer: • Provide multimedia materials (for	2	A1.1	[2],[3],[4]

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
	1.1.4. Commercial Office Software		•Refer to software website. •Experience with Ms Office software. •Discuss on the LMS.						collective use). • Pose discussion questions. Students: • View multimedia materials. •Participate in discussions.			
2		CLO1 CLO2		3,5	Lecturer: • Teaching • Pose discussion questions Students: • Attend the lecture •Participate in discussions	1	Lecturer guides practical sessions: • Working with Microsoft Office software • Working with files Students:	2				[2]

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
							• Practice					
3	Chapter 2: Advanced Text Processing 2.1. Formatting 2.1.1. Character formatting 2.1.2. Paragraph formatting 2.1.3. Formatting using styles 2.1.4. Multilevel numbering	CLO2	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A.2	[1] page.22-page 27 [2] WD 1-1, WD 2-1, WD 4-1
4	2.2. Page Setup 2.2.1. Sectioning 2.2.2. Page layout 2.2.3. Creating page headers	CLO2	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A.2	[1] tr.22-tr.27 [2] WD 1-1, WD 2-1, WD 4-1
5	2.3. Text presentation in columns 2.3.1. Column division 2.3.2. Using tables 2.3.3. Using tabs	CLO2	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A.2	[1] page.22-page.27 [2] WD 1-1, WD 2-1, WD 4-1
6	2.4. Creating references 2.4.1. Creating footnotes 2.4.2. Creating a table of contents 2.4.3. Creating an index	CLO2	• View the article on the LMS.	3,5	Lecturer: • Teaching Students:	1	Lecturer: • Guide practice sessions	2				[1] t page.27-page 28 [2] WD 1-1, WD 4-1

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
	2.4.4. Creating references		• Discuss on the LMS.		• Attend the lecture		Students: • Practice					
7	2.5. Mail merge 2.5.1. Mail merge using a wizard 2.5.2. Refining mail merge	CLO2	• View the article on the LMS. • Discuss on the LMS.	12,5					Lecturer: • Provide multimedia materials. • Pose discussion questions. Students: • View multimedia materials. •Participate in discussions.	5	A1.1 A1.2 A.2	[1] page.56-page.57
8	Chapter 3: Advanced Spreadsheet Usage 3.1. Formatting 3.1.1. Data formatting 3.1.2. Conditional formatting 3.1.3. Formatting as a Table	CLO3	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1 page.74-page.76

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
9	3.2. Using functions 3.2.1. Creating formulas 3.2.2. Logical functions	CLO3	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1] page.104-page.114
10	3.2.3. Lookup functions	CLO3	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1] page.104-page.114
11	3.2.4. Statistical functions		• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2				
12	3.2.5. Database functions		• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2				

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
13	3.3. Charts and Pivot Tables 3.3.1. Charts 3.3.2. Pivot Tables	CLO3	• View the article on the LMS. • Discuss on the LMS.	12,5					Lecturer: • Provide multimedia materials (for collective use). • Pose discussion questions. Students: • View multimedia materials. •Participate in discussions.	5	A1.1 A1.2 A3	[1 page 96-page.98
14	3.4. Working with Data 3.4.1. Sorting 3.4.2. Filtering Data 3.4.3. Grouping Data Summaries		• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2				[1] page.86-page 93

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
15	Chapter 4: Advanced Presentation Usage 4.1. Presentation Formatting 4.1.1. Effective Design of Content and Presentation 4.1.2. Theme 4.1.3. Formatting Graphic Objects	CLO4	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1] page.125-page.125 [1 page.127-page 130
16	4.1.4. Inserting Audio and Video 4.1.5. Creating Effects 4.1.6. Using Hyperlinks	CLO4	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1]t page 125-page 125 [1] page 127-page.130
17	4.2. Customizing Slide Master 4.2.1. Customizing slide master	CLO4	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the lecture	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1] page.125-page 125

Week Section	Content	CĐR subject CLOs	Teaching and learning methods								Student assessment	Textbooks and materials
			Self-study		FTF				Online (if any)			
					Theory		Practice		Theory			
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
18	4.2.2. Customizing layouts 4.2.3. Adding layouts	CLO4	• View the article on the LMS. • Discuss on the LMS.	3,5	Lecturer: • Teaching Students: • Attend the Teaching	1	Lecturer: • Guide practice sessions Students: • Practice	2			A1.1 A1.2 A3	[1] page.125-page.125
19	4.3. Presentation 4.3.1. Setting up Slide Show Sequence 4.3.2. Using Presentation Tools	CLO4	• View the article on the LMS. • Discuss on the LMS.	7,5					Lecturer: • Provide multimedia materials (for collective use). • Pose discussion questions. Students: • View multimedia materials. •Participate in discussions.	3	A1.1 A1.2 A3	[1] page 137-page.141

Week Section on	Content	CĐR subject CLOs	Self-study		FTF Theory		Practice		Online (if any) Theory		Student assessment	Textbooks and materials
			Activity	Periods	Activity	Periods	Activity	Periods	Activity	Periods		
(1)	(2)	(3)	(4)		(5)		(6)		(7)		(8)	(9)
Total			X	90	X	15	X	30	X	15	X	X

5. 7. Ma trận tích hợp giữa chuẩn đầu ra của môn học và phương pháp giảng dạy – phương pháp đánh giá/*Integration matrix between course learning outcomes and teaching-evaluation methods*

a. *Lớp ban ngày/Daytime class (5 periods/session):*

Week Section	Content	CĐR suject CLOs	Teaching and learning methods	Student assessment
(1)	(2)	(3)	(4)	(5)
1-2	Chương 1: Overview	CLO1: Distinguish different types of office software. Able to use Microsoft Office 365 software to create text documents, spreadsheets, and presentation files.	Presentation, practical guidance, flipped classroom, Q&A.	Multiple-choice quiz, hands-on exercises.
2-5	Chapter 2: Advanced Text Processing	CLO2: Utilize advanced-level word processing software.	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises..
6-10	Chapter 3: Advanced Spreadsheet Usage	CLO3: Utilize advanced-level spreadsheet software.	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises.

Week Section	Content	CĐR suject CLOs	Teaching and learning methods	Student assessment
(1)	(2)	(3)	(4)	(5)
11-13	Chapter 4: Advanced Presentation Usage	CLO4: Utilize advanced-level presentation software.	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises.

a. *Lớp ban đêm/Evening class (3 periods/session):*

Week Section	Content	CĐR suject CLOs	Teaching and learning methods	Student assessment
(1)	(2)	(3)	(4)	(5)
1-2	Chương 1: Overview	CLO1: Distinguish different types of office software. Able to use Microsoft Office 365 software to create text documents, spreadsheets, and presentation files.	Presentation, practical guidance, flipped classroom, Q&A.	Multiple-choice quiz, hands-on exercises.
3-7	Chương 2: Advanced Text Processing	CLO2: Utilize advanced-level word processing software.	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises.
8-14	Chương 3: Advanced Spreadsheet Usage	CLO3: Utilize advanced-level spreadsheet software.	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises.
15-19	Chương 4: Advanced Presentation Usage	CLO4: Utilize advanced-level presentation software..	Presentation, practical guidance, flipped classroom, Q&A, project-based teaching.	Multiple-choice quiz, hands-on exercises.

9. Quy định của môn học/Course policy

- Students submit practical assignments and quizzes within the specified time frame set by the lecturer.

- Classroom rules: adhere to the regulations of the Open University of Ho Chi Minh City (issued alongside Decision No. 1090/QD-DHM dated December 26, 2011 by the Open University of Ho Chi Minh City).

Thành phố Hồ Chí Minh, ngày   tháng   năm 2023

TRƯỞNG KHOA KHOA HỌC CƠ BẢN
DEAN OF THE FACULTY
(Ký và ghi rõ họ tên-Signed with fullname)

GIẢNG VIÊN BIÊN SOẠN
ACADEMIC
(Ký và ghi rõ họ tên- Signed with fullname)

Lê Xuân Trường

Trần Chí Hiếu