"COMPUTER INFORMATION TECHNOLOGIES"
(name of the discipline)

OUTLINE
TO THE SYLLABUS OF THE INSTITUTION OF HIGHER EDUCATION

Specialty 1-53 01 02 Automated Systems of Information Processing

Direction of specialty_____

Specialty 1-53 01 02 01 Automated systems of processing and displaying information

	Form of higher education	
	Full-time (daytime)	Correspondence
Course	3	3
Semester	5,6	5,6
Lectures, hours	96	14
Laboratory hours	64	14
Audit work (semester, hours)		5/2, 6/2
Test, Semester	5	5
Exam, semester	6	6
Classroom hours for the discipline	160	28
Independent work, hours	150	282
Total hours in the educational discipline / credit units	310/8	

1. Summary of the contents of the study discipline
Expansion, deepening and systematization of students' knowledge and skills in the field of software for personal computers and its application in ASIO.

2. Learning outcomes
know: - basics of office programming;
- basics of Microsoft Office system and principles of their work;
- basic capabilities of modern application programs;
- principles of work and developed capabilities of applied programs included in the package of Microsoft Office;
be able to: - create applications in the Microsoft Office environment;
- work effectively in the Microsoft Windows environment;
- effectively apply advanced capabilities of MS Office package applications to solve data processing problems in ASOIs.
know: - methods of solving mass automation tasks of office functions;
- skills of practical creation and support of automated workplaces based on personal computers.
- methods of managing programs, data and equipment based on modern operating systems for personal computers.

3. Formable competencies: AK-1, AK-3, AK-4, AK-5, AK-11, SLK-2, SLK-3, SLK-5, CLK-6, PC-15, PC-16, PC-17, PC-18, PC-24, PC-25, PC-26, PC-27, PC-28, PC-29, PC-30, PC-31.

4. Requirements and forms of current and intermediate attestation.
Defence of laboratory works, pass-fail assessments, classroom tests, exams.