OFFICE SOFTWARE
(course title)
ANNOTATION
TO THE CURRICULUM OF THE DISCIPLINE
Specialty 6-05-0612-03 "Information Management Systems"
Specialization: Automated information processing systems

	The form of higher education		
	Full-time (full-time)	Correspondence*	Correspondence shortened*
Course	4	5	3
Semester	7	9	6
Lectures, hours	32	6	6
Lab exercises, hours	32	6	6
Exam, semester	7	9	6
Auditorium control work, semester	64	14	14
Classroom hours in the academic discipline		9(2ч.)	6 (2ч.)
Individual work, hours	44	94	94
Total hours in the discipline / credits	108/3,0		

1. Summary of the content of the discipline
Familiarizing students with office programs (text editors, spreadsheets, presentation tools), developing skills in creating, editing and analyzing documents, tables, presentations, as well as data management in the office environment.

2. Learning outcomes
As a result of studying the discipline, the learner should:
know: basic concepts and tools of office programming; principles of working with databases;
be able to: use spreadsheets to create, edit, analyze data, as well as use formulas and functions; create presentations using various designs, including the use of dynamic elements; create and manage databases, perform queries and create reports; work with external data, including importing and exporting data from various sources, as well as the integration of external data with office applications; optimize the work with office applications, improve performance and automate repetitive and repetitive tasks; work with external data, including importing and exporting data from various sources, as well as the integration of external data with office applications;
have the skills to: work with text documents, including creating, editing, formatting and using text editor functions; create custom forms for convenient work with data.

3. Competencies to be formed
Mastering this academic discipline should ensure the formation of competence : Apply integrated development environments to automate document management processes

4. Requirements and forms of current and intermediate attestation
Defence of laboratory works – current, oral -written, exam – intermediate, oral -written