APPLIED INFORMATICS

Credit points	**3 CP**
Study course annotation	Aim of the study course: To achieve absolute knowledge of the of Basic informatics (MS software) Tasks of the study course: MS Word and EXCEL, Power Poin; DB with Access and/or Excel.
Study course results	**Knowledge**
	- Understanding of the latest office-level business applications - Understanding of internet communication, data search, analysis - Understanding of the principles of electronic document security
	Abilities
	- Perform professional activities in document preparation, analytical calculations - To be able to take decisions and find creative solutions in changing circumstances
	Competences
	- Practical skills in solving various tasks and in collecting, processing and analysing information - Search for and obtain data for analysis, process it and present the results in a visually appropriate form - Independently select the most appropriate methods and rational ways of working to solve a problem
Course content	**Topics**
	Introductory (motivating) lecture. The value of informatization of management in business.
	Entrance tests: the level of knowledge of the basics of computer science after the school course.
	MS Word: Rules for the design of output works in BSA. Homework: Create a personal form and write an autobiography according to the requirements.
	MS EXCEL: Excel features: - formation of tables; - Operations inside the table; - Operations between tables; - Operations between tables from different book.
	Google.com: keywords and keywords searching; other ways of classifying and encoding information. Code capacity.
	Organizing the databases (DB), using MicroSoft (MS) software tools
	Power Point: Principles for creating a compelling Power Point presentation and Public Speaking in presenting material.
	Seminar – Defences of Power Point's projects
Form of assessment:	Differentiated assessment
Required reading:	

1. Applied Computer Science (V.Zhilinsky). Moodle BSA. 2023
2. How to Create a Manual in Microsoft Word. https://www.youtube.com/watch?v=hskCOgVnWFc
3. Advanced Excel Full Course 2023 | Excel Tutorial For Beginners.
   https://www.youtube.com/watch?v=8Ob8Hre_SnI

4. Basic tasks for creating a PowerPoint presentation. https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36

Recommended reading:

1. How to Use Windows 10. https://www.laptopmag.com/articles/how-to-use-windows-10

During the study process changes and additions to the program and the list of references are possible