



APPLIED COMPUTER SCIENCE

Credit points	4 CP		
Duration of the course	1 sem.		
Study course annotation	<p>The course is intended to provide students with theoretical knowledge about the possibilities of using a computer in information processing, the concept of a computer local network, as well as to learn the techniques of entering, storing and deleting information, identifying and eliminating computer viruses, the ability to work with the operating system in the Microsoft Windows environment, to know the principles of its operation and the basics of its use. It is expected that students will acquire basic knowledge about the capabilities of the Microsoft Office program (Word, Excel, PowerPoint), including the basics of text entry and editing, table preparation and inclusion in the text, its graphic design, elementary calculations in the table, electronic tables and the possibilities of their use, about Microsoft Excel environment.</p>		
Aim of the study course	<p>The aim of the course is to learn how to work with office software, to gain professional knowledge in working with a text editor, table processor, presentation program and Internetweb applications. To provide students with knowledge of the latest trends in the use of information technology in business and to create practical skills for searching, obtaining, collecting, storing, analyzing, reflecting and presenting knowledge, information, data, which would be useful for solving business problems, developing and designing business projects, proposals, bachelor's theses , for distribution and publication.</p>		
Study course results	Knowledge	Skills	Competences
	<ul style="list-style-type: none"> • the place and importance of the computer in information processing; • basic knowledge about the possibilities of using a computer in information processing, • basic knowledge of the concept of computer local network, antivirus programs, archivers and their use; • organization of information transmission; • legal restrictions and etiquette 	<ul style="list-style-type: none"> • Work independently with a computer, know how to use text editors, electronic tables, simple graphic programs, the Internet • The ability to use information technologies to perform their activities in the field of tourism and hospitality 	<ul style="list-style-type: none"> • Ability to effectively use modern information technologies in your work. • Apply the latest forms of work organization and management information systems in ensuring the company's management process.
Study course content	Topics		
	1	Functional diagram of a computer and its analysis. System and user software	
	2	Text editor Word. Designing documents in the Word environment	
	3	Work with tables, graphic options of the text editor	
	4	Explains tables and their use. Calculations in Microsoft Excel environment	
	5	Graphing and charting capabilities	
	6	Microsoft Excel functions. Practical application of Excel functions	
	7	Using databases in the Microsoft Excel environment	
8	Information search tools in the Internet web environment. Data download and use		



Form of assessment:	Differentiated written assessment
Obligatory literature:	
<ol style="list-style-type: none">1. Ann Shaffer, Katherine T Pinard, New Perspectives on Microsoft® Office 365 & Word 2016, Cengage Learning, 20162. Microsoft. Word 2019. Step by Step / Joan Lambert. - Pearson Education, Inc., 2019. - 650 p.: tabl.3. Microsoft Excel 2019 Step by Step / Curtis Frye. - Pearson Education, Inc., 2019. - 533 p.: fig., tabl., maps. - (+CD)	
Additional reading:	
<ol style="list-style-type: none">1. Einar Krogh, An Introduction to Windows Operating System, 20152. MS Office training material in Latvian - https://support.microsoft.com/lv-lv/training	
Other sources of information:	
<ol style="list-style-type: none">1. http://windows.microsoft.com/en-us/windows7/products/home2. http://office.microsoft.com/en-us/word/3. http://office.microsoft.com/lv-lv/word-help/HA010368874.aspx?CTT=14. http://office.microsoft.com/en-us/excel/	
Changes and additions to the program and literature list are possible during the study process	