

Discipline: Computer workshop

Annotation

Labor intensity: 3 ECTS, 108 academic hours.

Final control form: test.

The course "Computer workshop" is aimed at the formation of initial and basic competencies in the field of working with data, which are necessary for the safe and effective use of digital technologies and Internet resources within academic activities.

Constant technological changes, especially in those aspects related to information and communication technologies (ICT), create the prerequisites to update knowledge and skills in this area. In this context, for companies it becomes necessary to have specialists with the necessary skills to successfully completing the actions they require in their workplace.

The course was created to facilitate:

- continuous development in people of those skills that are associated with information and communication technologies,
- employment and updating of technological skills of students.

This course of the discipline "Computer workshop" is entirely practical course, as a result of mastering this discipline, students acquire practical skills in using PC and software. Discipline aims at shaping and development of skills and abilities of future specialists in the use of modern IT.

Completing the course will not only provide the necessary "computer literacy", but also will attract the listener to the useful and effective use of opportunities computer. For effective work, the manager will need to the ability to freely use IT, to have knowledge in the field in which and in what cases which program you need to use. This course is the main one, basic part, Continuation whom is a study discipline.

"Information technology in management" in the next semester after passing which students can easily study any computer programs required in practical, research and pedagogical activity. Learn to correctly draw up documents, scientific work, colorfully present projects.

Will be familiarized with the tools in detail Microsoft Office software package (Word, Power Point).

During assignments learn to use the tools of these programs and at the end of the course they will acquire skills in working with programs.