Course – Office Clark in Banking System

Module Three: Computer literacy and work with office equipment

Place – Computer center named after Mergelyan
Beginning – 14:00

| 2 Credits | classroom hours 40 |
| | Individual 20 |

Teacher -Ohanyan H.H.

Contacts: telephone - (+374)91431779, (+374)55431779
 E-mail- OhanyanHH@gmail.com, OhanyanHH1970@mail.ru

Course aims:
- to introduce the principles of computer literacy, which are acquired for comprehending the informative and communicative technologies by involving hardware, software, systems, programs, and all the other elements of the computer and telecommunication systems,
- to prepare office workers for solving emerged practical problems during professional activities, for effective use of modern information technologies and office equipment

Meeting 1: Day___20-04-2016___. Hours-2-.

Theme
Computer, working principles

The subject metter
  1. The structure, working principles of computer.
  2. The determination and comparative analyses of functional features of different types of computers
  3. Major equipment and software of individual computers.

Basic concepts
Computer, availability of hardware and software, processor, memory, cache memory, input / output devices, monitor, keyboard, mouse, printer, program, date.

Teaching methods – frontal, interactive, demonstration

Recommended literature
  1. Bibliography -
  • Groshev A.S., The textbook for higher education institutions A.S. Groshov- Arkhangelsk, Arkhangelsk State Technical University, 2010. – 470 p.
  • Goriaev Y.A., Informatics:Manual□M., MIEMR (Moscow institute of economy, management and right) 2005. – c.116
  • Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems,
  • Hovsepyan V.S. Computers are available for everyone, 1997
  2. Article -
  3. Website -
  • **http://school.sgu.ru/**
  • **http://eduinformatika.ru/moodle/**
  4. Video –
  • **https://www.youtube.com/watch?v=DKMfZeUBjAA&hd=1**
  • **https://www.youtube.com/watch?v=OGWuAH1EywA&hd=1**
  • **http://www.teachvideo.ru/catalog/20**
  5. Others- slideshows
   http://www.slideshare.net/vabajaj/operating-systemppt-1?next_slideshow=1

Necessary material and technical resources: auditorium equipped with projector and interactive whiteboard

Mastering the subject the student will know-
  - Computer structure,

- principles of the work,
- major devises of the individual computer, principles of their work.

Mastering the subject the student will be able to –
- demonstrate required theoretical knowledge presenting it in restructured form,
- interpret received information,
- explain the importance of theoretical knowledge within the framework of further professional activity.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- participation in discussions,
- logicality, completeness, objectivity, culture of stating of responses.

Meeting 2: Day___21-04-2016____. Hours-2-.

Theme
Operating system, working principles of operating system

The subject matter
1. Providing software
2. Operating system, major functions

Basic concepts
softwaresecuring, software, date, operating system, functions of operating system, equipment control, processes control, memory control, data control.

Teaching methods – frontal, interactive, demonstration

Recommended literature
1. **Bibliography -**
- E. Tanenbaum, Modern Operating Systems. 2nd ed. - SPb.: Peter, 2002. – 1040 p.
- V. E. Carpov, K.A. Konkov, The Basis of Operating Systems – M.: INTUIT.RU, Internet University of Information Technologies, 2005. – 536 p.
- Groshev A.S., The textbook for higher education institutions A.S. Groshov- Arkhangelsk, Arkhangelsk State Technical University, 2010. – 470 p.
- Yury Zozulya Windows 7 for 100% , e-book
- Hovsepyan V., MS Windows, MS Office (Word, Exel, Access…) software systems,
2. **Article -**
3. **Website -**
- **http://school.sgu.ru/**
- **http://eduinformatika.ru/moodle/**
4. **Video –**
- **https://www.youtube.com/watch?v=DKMfZeUBjAA&hd=1**
- **https://www.youtube.com/watch?v=OGWuAH1EywA&hd=1**
- **http://www.teachvideo.ru/catalog/20**
5. Other- slideshows
   http://www.slideshare.net/vabajaj/operating-systemppt-1?next_slideshow=1

Necessary material and technical resources - auditorium equipped with projector and interactive whiteboard.

Mastering the subject the student will know-
- consept of OS, main functions,
- working peculiarities of Windows OS.

Mastering the subject the student will be able to –
- demonstrate required theoretical knowledge presenting it in restructured form,
- interpret received information,
- explain the importance of theoretical knowledge within the framework of further professional activity.

Assessment criteria
- competence in **software material**, the degree of assimilation,

- participation in discussion, - logicality, completeness, objectivity, way of writing of responses
Meeting 3: Day____27-04-2016____. Hours-2-.
Article Windows operating system
The subject matter 1. MS Window's start and end of work 2. Determination of various components of MS Windows interface. Main objects. Window idea. 3. Work with MS Windows interface in software. 4. Control elements in MS Windows. Control of **files and document files.** 5. Operations with objects. Performance of main operations with files. 6. Additional functions and features. 7. Help during the process of MS Windows.
Basic concepts MS Windows OS, start of software, end of software, interface, file, file attributes, operations with files, document files**.**
Teaching methods –demonstration, laboratory work (frontal): all the students are working in their own workplaces with an appropriate software application, the learners'' activity can be synchronized (be at the same rate), can also be asynchronized; professor should follow the learners' work and provide with assistance if there is a need.
Recommended literature **1. Bibliography –** • Hovsepyan V.S. Computers are available for everyone, 1997 • E. Tanenbaum, Modern Operating Systems. 2nd ed. - SPb .: Peter, 2002. – 1040 p. • V. E. Carpov, K.A. Konkov, The Basis of Operating Systems – M.: INTUIT.RU, Internet University of Information Technologies, 2005. – 536 p. • Yury Zozulya Windows 7 for 100% , e-book • Hovsepyan V., MS Windows, MS Office (Word, Exel, Access…) software systems, 2006 **2. Article-** **3. Website –** • **http://school.sgu.ru/** • **http://www.pc-shporgalka.com/articles_cat22.html** • **http://eduinformatika.ru/moodle/** • **http://compteacher.ru/windows/windows-for-novichkov/** **4. Video –** • **https://www.youtube.com/watch?v=AXcUraZ8jUk&hd=1** • **https://www.youtube.com/watch?v=z8sb1O3Q5q4&hd=1** • **https://www.youtube.com/watch?v=uAW78p9DOP0** **5. Other -** slideshows   **http://www.slideshare.net/dimayevt/windows-7-46442238**
Necessary material and technical resources – according to the number of students a laboratory equipped with PCs installed with appropriate software, projector, and interactive whiteboard.
Mastering the subject the student will know- -   Peculiarities of MS Windows OS, -   Main components of MS Windows OS interface, -   Control elements of MS Windows OS, -   Main activities with files and document files.
Mastering the subject the student will be able to – -   work with MS Windows OS interface, -   work with the main objects of MS Windows OS, -   work with file system: do the appropriate operations with files and document files,

- appropriate use of opportunities of MS Window OS during the work of with computer.

Assessment criteria

- competence in**software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of the computer, its quality
- logicality of the presentation of given tasks.

Meeting 4: Day____28-04-2016_____. Hours-2-.

Article
MS Wordprocessor

The subject matter–

1. MS Word processor, importance and functions: start of MS Word, document formation, view modes of documents, saving of documents in disks, types of MS Word documents, document opening, MS Word help system.
2. Work of Word processor: commands, tools and their roles in software, MS Word menu items, tool panels.
3. Text insertion rules: document structure, text insertion, editing, forming, style concept, search and conversion of text parts, syntax and punctuation check.

Basic concepts
Document, menu, command, tools, tools panels, button, text, input, editing, forming, style.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature

1. Bibliography -

- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
- Hovsepyan V.S. Computers are available for everyone, 1997
- Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
- Nesen A.V., Microsoft Word 2010: from the beginner to the expert - series of «The Expert's Library», 2011. – 444 p.
- Tkachenko V., Word 2007 it is simple! 2011 - www. lessons – tva.info

2. Article -

3. Website –

- **http://www.lessons-tva.info/**
- **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**
- **http://pc-azbuka.ru/**

4. Video –

- **https://www.youtube.com/watch?v=7XsgLNIjHdk&hd=1**
- **https://www.youtube.com/watch?v=dfzRzsuFz1M&hd=1**
- **http://www.teachvideo.ru/course/367**

5. Others_____

Necessary material and technical resources – according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-

- MS Word processor, importance and functions
- possibilities of document formation in Word processor, opening possibilities of already existing document, view modes of documents of MS Wordprocessor, types of MS Word documents, MS Word help system.
- MS Word processor's commands, tools and their functions in software, points of MS Word's menu, tools panels
- rules of text inserting, editing, forming, document structure, means of searching and conversing of text parts, as well as means of checking of syntax and punctuation

Mastering the subject the student will be able to-

- , insert, edit, form, save documents with using the possibilities of MS Word processor.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Meeting 5: Day___04-05-2016___. Hours-2-.

Article
MS Wordprocessor.

The subject matter
1. Tables: means of table insertion, table formations;
2. Work with objects: types of objects, the insertion of special marks, date, time, picture, audio and video fragments.
3. Using formulas, formulas editor.
1. Preparation of document for printing: page parameters, primary view of document, printer selection, selection of printing criteria.

Basic concepts
Tables, object, special marks, date, picture, audio and video fragments, formula, formulas editor, printer, page parameters, printing criteria.

Teaching method- demonstration, laboratory work (frontal)

Recommended literature
1.Bibliography -
- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
- Hovsepyan V.S. Computers are available for everyone, 1997
- Hovsepyan V., MS Windows, MS Office (Word, Exel, Access…) software systems, 2006
- Nesen A.V., Microsoft Word 2010: from the beginner to the expert - series of «The Expert's Library», 2011. – 444 p.
- Tkachenko V., Word 2007 it is simple! 2011 - www. lessons – tva.info

2.Article -
1. Website –
- **http://www.lessons-tva.info/**
- **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**
- **http://pc-azbuka.ru/**

2. Video –
- **https://www.youtube.com/watch?v=7XsgLNIjHdk&hd=1**
- **https://www.youtube.com/watch?v=dfzRzsuFz1M&hd=1**
- **http://www.teachvideo.ru/course/367**

3. Others _____

Necessary material and technical resources – according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- variants of table insertion, possibilities of table formations;
- main object used in MS Word processor, types of objects, the ways to inserting of special marks, date, time, picture, audio and video fragments.
- possibilities of formula use,
- preparatory forms of printing document, page parameters and printing criteria, as well as selecting forms of printer.

Mastering the subject the student will be able to –
- with the help of MS Word processor insert in the prepared documents, form and work with some objects: tables, special marks, pictures, formulas, audio and video objects

- type the given document according to the criteria's.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Article
MS Excel spreadsheet

The subject matter–
1. Table processors and electronic spreadsheets. Samples of tasks solved through tabular calculations, the basic elements of electronic tables, organizing ideas.
2. MS Excel spreadsheet working environment, the start and end of the MS Excel, types of MS Excel documents, creation of documents, saving, opening, working window of MS Excel program, tool panel, help, electronic spreadsheet cell, cells range, working pages.

Basic concepts
Tabular processor, spreadsheet, working environment, documents, working window, instruments panels, cell, cells range, working pages.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature
1. Bibliography -
- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
- Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
- Walkenbach John, Excel 2013. Bible, transl. From English, M. "I. D. William", 2015.-928 p.
- Volkov V.B. "Excel 2010 Intelligible Tutorial", St. Petersburg, 2010. – 256p.

2. Article –
3. Website –
- **http://www.lessons-tva.info/**
- **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**
- **http://pc-azbuka.ru/**
- **http://eduinformatika.ru/moodle/**

4. Video –
- **https://www.youtube.com/watch?v=GW7-Dj54KB4&hd=1**
- **http://www.teachvideo.ru/course/195**

5. Other_____

Necessary material and technical resources - according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- The concept of tabular processor and spreadsheet
- Types of tasks solving through tabular calculations
- The basic elements of electronic tables, organizations of the ideas,
- Types of MS Excel documents,
- The ability to create and to open already existing MS Excel spreadsheet documents
- Commands, tools of the processor of MS Excel file, and their role in project work, MS Excel's menu items, tool panels,
- the concepts of a cell, cells range, working pages.

Mastering the subject the student will be able to –   - work with MS Excel spreadsheet working environment,   - startand close of MS Excel,   - create, save and open documents in MS Excel,   - use the support provided by MS Excel   - create tables, to work with cells,   - create workbooks with different working pages.
Assessment criteria   - competence in **software material**, the degree of assimilation,   - completion of given classroom and home tasks with the help of computer, its quality   - logicality of the presentation of given tasks.
Meeting 7: Day____11-05-2016_____. Hours-2-.
Article   *MS Excel spreadsheet*
The subject matter   1. data sorting, filtering in MS Excel spreadsheet.   2. The processors of performing of simple calculations, formulas usage in MS Excel.   3. The usage of different formulas in MS Excel.   4. Graphs and diagrams creating in MS Excel, types of diagrams in MS Excel, master excel charts, diagram design (formatting):   5. Preparation of tables and diagrams for printing
Basic concepts   Data sorting, filtering, formula, function, graphics, diagrams, master excel charts, diagram design, printing parameter.
Teaching method-demonstration, laboratory work (frontal)
Recommended literature   **1. Bibliography –**   • Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.   • Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006   • Walkenbach John, Excel 2013. Bible, transl. From English, M. "I. D. William", 2015.-928 p.   • Volkov V.B. "Excel 2010 Intelligible Tutorial", St. Petersburg, 2010. – 256p.   **2. Article-**   **3. Website–**   • **http://www.lessons-tva.info/**   • **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**   • **http://pc-azbuka.ru/**   • **http://eduinformatika.ru/moodle/**   **4. Video–**   • **https://www.youtube.com/watch?v=GW7-Dj54KB4&hd=1**   • **http://www.teachvideo.ru/course/195**   **5. Other_____**   **Necessary material and technical resources –**according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.
Mastering the subject the student will know-   - data sorting, filtering methods in MS Excel,   - the performance of the simplest calculations in MS Excel,   - principles of using the various functions in MS Excel,   - principles of building graphs and diagrams in MS Excel,   - using Master Excel Charts and Graphs,

- ofpreparations of printing tables and diagrams in MS Excel.
Mastering the subject the student will be able to –
- sort out and filter data in the tables,
- perform simple calculations and through its own resolutions, and various functions of the application,
- to build functions and diagrams with Master Excel Charts
- prepare both tables and diagrams in accordance with standards.
Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.
Meeting 8: Day___12-05-2016_____. Hours-2-.
Article
MS Excel spreadsheetCPU
The subject matter
1. Data exchange amongMS Excel spreadsheet and other applicationsof MSOffice, inserting tables and diagrams created in MS Excel into MS Word and MS PowerPoint slideshows.
2. Inserting images obtained by scanner and digital camera into MS Excel pages.
3. Utilizing CPU of MS Excel for statistical dataanalysis.
Basic concepts
Data exchange, inserting tables, inserting diagrams, inserting images, statistical data analysis
Teaching method-demonstration, laboratory work (frontal)
Recommended literature
6. Bibliography –
• Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
• Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
• Walkenbach John, Excel 2013. Bible, transl. From English, M. "I. D. William", 2015.-928 p.
• Volkov V.B. "Excel 2010 Intelligible Tutorial", St. Petersburg, 2010. – 256p.
7. Article-
8. Website–
• **http://www.lessons-tva.info/**
• **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**
• **http://pc-azbuka.ru/**
• **http://eduinformatika.ru/moodle/**
9. Video–
• **https://www.youtube.com/watch?v=GW7-Dj54KB4&hd=1**
• **http://www.teachvideo.ru/course/195**
10. Others _____
Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.
Mastering the subject the student will know-
- The process of exporting MS Excel tables, diagrams into other application files of MS Office,
- The procedure of inserting digital images into MS Excel,
- The procedure of implementation of digital images on the MS Excel pages
Mastering the subject the student will be able to –
- export the tables and diagrams of MS Excel to other applications,
- insert the digital images into pages of MS Excel
- Develop of statistics on MS Excel spreadsheet using the abilities of CPU

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Article

Completion of combined tasks (preparation of special documents, which will include both text fragments of certain size, tables, spreadsheets, formulas, diagrams and audio- video fragments).

The subject matter
1. *Completion of individual combined tasks.*
2. Demonstration of the work done, vilification of chosen methods.
3. Discussion of typical mistakes and shortcomings.

Basic concepts

Document, text, insertion, editing, designing, style, tables, date, insertion of images, audio- and video fragments into the documents, formula, spreadsheet, working pages, sorting data, filtering, formula, function, graphic, diagram, designing diagrams, exchanging data, insertions of tables, insertions of diagrams, insertions of images, statistic analysis of data, document printing, page parameters, printing parameters.

Teaching method– individual laboratory lessons or individual practicum: it is a more complicated type of work comparing to frontal type of laboratory work, it is characterized by diversity of assignments, (both by the level complexity and self-dependence), by more complex question raised, and also learners are more supposed to use recommended literature, information materials as well as Internet-sources during the completions of task. The professor should follow the learners' work and provide with assistance, discuss emerged questioned if there is a need, focusing on typical mistakes.

Recommended literature
1. **Bibliography -**
   - Novikovsky E.A., The Manual "The Work in MS Office 2007: Word, Exell, PowerPoint" - Barnaul, a press, printing house of ALTGTU, 2012. – 230 p.
   - Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
   - Hovsepyan V., MS Windows, MS Office (Word, Exel, Access…) software systems, 2006
2. **Article -**
3. **Website –**
   - **http://www.lessons-tva.info/**
   - **http://vse-resh.ru/microsoft-office/144-microsoft-office/1284-uroki-MS-Word-chast-1-video-onlayn-.html**
   - **http://pc-azbuka.ru/**
   - **http://eduinformatika.ru/moodle/**
4. **Video -**
5. **Other_____**

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- the preparatory stage for the individual task (preparatory stage),
- ways of completion,
- ways of self-assessment,
- ways of using informative sources in short period time,
- ways of presenting their own work.

Mastering the subject the student will be able to –
- plan the completion stages of individual tasks; arrange the time for completion of each stage, (taking into consideration the given time for the completion of the whole task), the

chronological order of completion of subtasks, using the theoretical knowledge and practical skills.
- complete the task according to the plan,
- demonstrate the practical skills gained through working with software and hardware,
- analyze the task in order to identify inaccuracy and shortcomings,
- assess the task according to certain criteria
- discuss the possibilities of improving the quality of the task.

Assessment criteria
- completion of individual tasks via computers, completion quality,
- the choice of methods and means for completion of the individual task,
- thelogicality of the completed task.

Meeting 10: Day___19-05-2016____. Hours-2-.

Article
Working with presentations (MS PowerPoint applicationof MS Office).

The subject matter
1. The presentation of the studied material means of visual representation of the subject matter.
2. The importance of developing programs and functions of presentations.
3. Main elements and sphere of problems of PowerPoint application.
4. Formation of MS PowerPoint documents on the basis of a blank and a model.
5. Slide editing and viewing modes.
6. MS PowerPoint helpsystem.

Basic concepts
Presentation, MS PowerPoint application, formation of MS PowerPoint documents on the base of a blank, formation of MS PowerPoint documents on the basis of a model, editing mode, viewing mode, help system.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature
1. **Bibliography -**
   - Leonov V., PowerPoint 2010 from the beginning, M.: Eksmo, 2010. — 320 p
   - Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
   - Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
   - Novikovsky E.A., The Manual "The Work in MS Office 2007: Word, Excel, PowerPoint" - Barnaul, a press, printing house of ALTGTU, 2012. – 230 p.
2. **Article-**
3. **Website–**
   - **http://nashol.com/obuchenie-komputernim-programmam**
   - **http://www.sngsnick.com/2014/08/microsoft-word-2010.html**
4. **Video–**
   - **http://video-lesson.biz/tags/PowerPoint/**
5. **Others_____**

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- the importance of developing programs and functions of presentations.
- Main elements and sphere of problems of PowerPoint application.
- Formation of MS PowerPoint documents on the basis of a blank and a model.
- Slide editing and viewing modes.
- the way of using MS PowerPoint help system

Mastering the subject the student will be able to –
- form MS PowerPoint documents on the basis of both blank and model
- pass to Slide editing and viewing modes if there is a need

- use the help system of MS PowerPoint.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Article
*Work with presentations (MS PowerPoint **application of** MS Office)*

The subject matter
1. Presentation design. The general rules and recommendations.
2. Insertion and formation of text (formatting): standard models of slides, insertion of text in presentation mode, increase of numbered and marked lists
3. Insertion of objects: marks, images, tables, charts, WordArt objects, formulas, date, time, insertions of voice fragments.

Basic concepts
Presentation design, slides standard models, insertion and format of text, numbered and marked lists, images, tables, charts, WordArt objects, formulas, date, time, voice fragments.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature
1. Bibliography -
- Leonov V., PowerPoint 2010 from the beginning, M.: Eksmo, 2010. — 320 p
- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
- Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
- Novikovsky E.A., The Manual "The Work in MS Office 2007: Word, Excel, PowerPoint" - Barnaul, a press, printing house of ALTGTU, 2012. – 230 p.

2. Article-
3. Website–
- **http://nashol.com/obuchenie-komputernim-programmam**
- **http://www.sngsnick.com/2014/08/microsoft-word-2010.html**

4. Video–
- **http://video-lesson.biz/tags/PowerPoint/**

5. Others _____

Necessary material and technical resources - according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- Organizing ways of chosen presentation design
- Ways of insertion and format of text in the presentationstructure mode
- Ways of inserting special objects in slides.

Mastering the subject the student will be able to –
- Choose and use special design during formation of presentations,
- Insert and format texts in presentation structure mode.
- Insert special types of objects in slides for making presentation more vivid

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Article
Work with presentations (MS PowerPoint applicationof MS Office)

The subject matter

1. Presentation design: usage of colour scheme and design templates, modification of existing design templates, creation of own design templates.
2. Special effects in presentation: types of effects, application, usage, presenting parameters of slides transition, presenting order of slides transition, hyperlinks.
3. Displaying and printing of presentations: ways of displaying of presentation, display of automatic transition of slides, preparing of presentation documents for printing and for inserting on the Internet.

Basic concepts

Presentation design, colour schemes, design templates, special effects in presentations, slides transitions, order of slide transitions, hyperlink, and display of presentation.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature

1. Bibliography -
- Leonov V., PowerPoint 2010 from the beginning, M.: Eksmo, 2010. — 320 p
- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
- Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
- Novikovsky E.A., The Manual "The Work in MS Office 2007: Word, Excel, PowerPoint" - Barnaul, a press, printing house of ALTGTU, 2012. – 230 p.

2. Article-
3. Website–
- **http://nashol.com/obuchenie-komputernim-programmam**
- **http://www.sngsnick.com**

4. Video–
- **http://video-lesson.biz/tags/PowerPoint/**

5. Other _____

Necessary material and technical resources - according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- types of design of presentations both by means of using existing and own design templates,
- ways of creating of own design templates,
- ways of special effects in presentations,
- ways of displaying and printing presentations.

Mastering the subject the student will be able to –
- Design presentations both by means of existing design templates and by own design templates,
- Create own design templates,
- Apply special effects in presentations,
- Prepare and print presentations according to some parameters.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Meeting 13: Day____01-06-2016_____. Hours-2-.

Article

Creation of presentation according to the given topic

The subject matter
1. Completion of individual task.
2. Demonstration of the completed work.
3. Discussion of typical mistakes and shortcomings.

Basic concepts

MSPowerPoint application, presentation, editing mode, viewing mode, help system, presentation

design, standard templates of slides, design of presentations, colour schemes, design templates, special effects in presentations, slides transitions, order of slide transitions, hyperlink, display of presentation.

Teaching method– individual laboratory lessons or individual practicum: it is a more complicated type of work comparing to frontal type of laboratory work, it is characterized by diversity of assignments, (both by the level complexity and self-dependence), by more complex question raised, and also learners are more supposed to use recommended literature, information materials as well as Internet-sources during the completions of task. The professor should follow the learners' work and provide with assistance, discuss emerged questions if there is a need, focusing on typical mistakes.

Recommended literature

 1. Bibliography -
 - Leonov V., PowerPoint 2010 from the beginning, M.: Eksmo, 2010. — 320 p
 - Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
 - Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
 - Novikovsky E.A., The Manual "The Work in MS Office 2007: Word, Excel, PowerPoint" - Barnaul, a press, printing house of ALTGTU, 2012. – 230 p.

 2. Article-
 3. Website–
 - http://nashol.com/obuchenie-komputernim-programmam
 - http://www.sngsnick.com

 4. Video–
 - http://video-lesson.biz/tags/PowerPoint/

 5. Oher_____

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
 - the preparatory stage for the individual task (preparatory stage),
 - ways of completion,
 - ways of self-assessment,
 - ways of using informative sources in the short period of time,
 - ways of presenting their own work.

Mastering the subject the student will be able to –
 - plan the completion stages of individual tasks; arrange the time for completion of each stage, (taking into consideration the given time for the completion of the whole task), the chronological order of completion of subtasks, using the theoretical knowledge and practical skills.
 - complete the task according to the plan,
 - demonstrate the practical skills gained through working with software and hardware,
 - analyze the task in order to identify inaccuracy and shortcomings,
 - assess the task according to certain criteria
 - discuss the possibilities of improving the quality of the task.

Assessment criteria
 - completion of individual tasks via computers, completion quality,
 - the choice of methods and means for completion of the individual task,
 - thelogicality of the completed task.

Meeting 14: Day___02-06-2016_____. Hours-2-.

Article

Data base (MS Office Access application)

The subject matter-

 1. Databases (DB) and database management systems (DBMS) the structure of DB, DB

projection, the aim and significance of MS Access, tables connections in the relational database,
2. MS Access' objects: table, query, form, report, macros, and module.

Basic concepts
DB, DBMS, relational DB, MS Access, table, query, form, report, macros, and module.

Teaching method- frontal, interactive, demonstration

Recommended literature

1. **Bibliography -**
   - Henner E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006
   - Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
   - Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
2. **Article-**
3. **Website–**
   - **http://learn4you.ru/Course/Access+2007/**
   - **http://access-2007.ru/**
   - **http://video-lesson.biz/videolesson/comp/microsoft/83-videokurs-microsoft-access-2007-2007.html**
4. **Video–**
   - **https://www.youtube.com/watch?v=6SRq_tDyaUo&hd=1**
   - **https://www.youtube.com/watch?v=8Ky83bdAF4Y&hd=1**
5. **Other _____**
Necessary material and technical resources– an auditorium equipped with aprojector and an electronic whiteboard.

Mastering the subject the student will know-
- The concept of database,
- the concept of database management systems (DBMS),
- the aim and significance of MS Access,
- the main objects of MS Access:table, query, form, report, macros, and module.

Mastering the subject the student will be able to –
- demonstrate theoretical knowledge, presenting it in restructured form,
- interpret the received information,
- The need of further explanation of the theoretical knowledge within the professional activity.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Meeting 15: Day____08-06-2016_____. Hours-2-.

Article
Database (MS Office Access application).

The subject matter
1. Table: DB creation, tables creation, data insertion and editing in the table, table editing.
2. Form: types of auto form, auto form creation, data input and editing, form printing.
3. Records sorting in tables and forms.
4. Records searching.
5. Records filtration.

Basicconcepts
Table, form, auto form, record, data insert, data editing, data sorting, data searching, data filtering.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature

1. **Bibliography** -
- Henner E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006
  - Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
  - Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.
2. **Article** -
3. **Website** –
  - http://learn4you.ru/Course/Access+2007/
  - http://access-2007.ru/
  - http://video-lesson.biz/videolesson/comp/microsoft/83-videokurs-microsoft-access-2007-2007.html
4. **Video** –
  - https://www.youtube.com/watch?v=6SRq_tDyaUo&hd=1
  - https://www.youtube.com/watch?v=8Ky83bdAF4Y&hd=1
5. **Other** _____

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- Working principles with DB tables,
- Working principles with DB forms.

Mastering the subject the student will be able to –
- create a table,
- carry out the data import and editing in the table
- edit tables,
- create auto forms,
- implement data import and editing in the forms,
- print forms,
- implement record sorting in the forms and tables,
- carry out record searching,
- carry out records filtration.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Meeting 16: Day____09-06-2016_____. Hours-2-.

Article
Deta base (MS OfficeAccess application).

The subject matter
Inquiry: usage of sorting request, request for printing, creating aninquiry with parameters,final survey creation, calculations in inquiries.
Report: creation of reports, automatic generation of the reports, reporting structure changes, grouping of the records and selectingorder, adding and removing elements of the management report

Basic concepts
Inquiry, final inquiry, parameter query, reporting, management reporting elements, sorting, grouping.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature
1. **Bibliography** -
- Henner E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006

- Hovsepyan V., MS Windows, MS Office (Word, Excel, Access…) software systems, 2006
- Spiridonov O. V., Microsoft Office 2007 for the user. 2010. – 1097 p.

2. Article-

3. Website–

- **http://learn4you.ru/Course/Access+2007/**
- **http://access-2007.ru/**
- **http://video-lesson.biz/videolesson/comp/microsoft/83-videokurs-microsoft-access-2007-2007.html**

4. Video-

5. Other _____

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- Working principles of DB inquiry,
- Working principles with reports in DB.

Mastering the subject the student will be able to –
- create various inquiries,
- print inquiries,
- make certain calculations in inquiries,
- create reports,
- change the structure of the report,
- Add and remove elements of the management report.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- completion of given classroom and home tasks with the help of computer, its quality
- logicality of the presentation of given tasks.

Meeting 17: Day___10-06-2016____. Hours-2-.

Article
Skills of working with the Internet and telecommunication means.

The subject matter
1. The principles of computer telecommunication: basic concepts, means of telecommunication.
2. Internet: Principles of work and main services.
3. World Wide Web service: web-address, web-browser, website.
4. Communication on the Internet: the working principles of the email.

Basic concepts
Telecommunication means, Web, a local Web, a global web, The Internet, The World Wide Web service, web-address, web-browser, website, email, and message.

Teaching method- frontal, interactive, demonstration

Recommended literature
1. Bibliography -
- Henner E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006
- Internet. Textbook. / E.V. Murtazin – M.: DMK, 1999. – 416 p

2. Article -

3. Website –
- **http://www.neumeka.ru/internet_obuchenie.html**
- **http://www.neumeka.ru/elektronnaya_pochta.html**
- **http://compteacher.ru/nets/1331-internet-dlya-nachinayuschih-ch.1-video-obuchenie.html**
- **http://www.specialist.ru/course/int1**

- **http://edu-nn.ru/e-mail.html**
4. **Video–**
   http://subscribe.ru/group/internet-dlya-nachinayuschih-polzovatelej/18153/
   https://www.youtube.com/watch?v=pIl0yHOykAY&hd=1
   https://www.youtube.com/watch?v=_UsW8v70clM&hd=1
   http://edu-nn.ru/e-mail.html
5. **Other** _____

Necessary material and technical resources-according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, and interactive whiteboard.

Mastering the subject the student will know-
- Web concept, definition of the Internet, the variants of implementation,
- Concept of the web-address working
- Principles of working in web by means of web-browser,
- Assessing variants of the website content,
- Email working principle

Mastering the subject the student will be able to –
- demonstrate theoretical knowledge, presenting it in restructured form,
- interpret the received information,
- The need of further explanation of the theoretical knowledge within the professional activity.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- participation in discussions,
- logicality, completeness, objectivity, culture of stating of responses.

Meeting 18: Day____15-06-2016_____. Hours-2-.

Article
Communication on the Internet, search for the information on the Internet.

The subject matter
- The Communication on the Internet;
- Email;
- Searching information on the Internet.

Basic concepts
Email, message, webpage, website.

Teaching method-demonstration, laboratory work (frontal)

Recommended literature
1. **Bibliography -**
- Henner E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006
- Internet. Textbook. / E.V. Murtazin – M.: DMK, 1999. – 416 p
2. **Article -**
3. **Website–**
- **http://www.neumeka.ru/internet_obuchenie.html**
- **http://www.neumeka.ru/elektronnaya_pochta.html**
- **http://compteacher.ru/nets/1331-internet-dlya-nachinayuschih-ch.1-video-obuchenie.html**
- **http://www.specialist.ru/course/int1**
- **http://edu-nn.ru/e-mail.html**
4. **Video–**
- **http://subscribe.ru/group/internet-dlya-nachinayuschih-polzovatelej/18153/**
- **https://www.youtube.com/watch?v=pIl0yHOykAY&hd=1**
- **https://www.youtube.com/watch?v=_UsW8v70clM&hd=1**

- **http://edu-nn.ru/e-mail.html**

5. Others _____

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- Ways of connecting the Internet,
- Ways of searching information in the website by means of searching systems,
- Way of creating message,
- Ways of using email services,
- Way of using cloud technology.

Mastering the subject the student will be able to –
- connect the Internet,
- explore website
- do the searching of the information in the website by means of searching systems,
- create and exchange messages
- safe large amount of information and exchange through the use of cloud technology.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- participation in discussions,
- logicality, completeness, objectivity, culture of stating of responses.

Meeting 19: Day___16-06-2016_____. Hours-2-.

Article
Work with office equipment.

The subject matter
1. Safety measures in the process ofworking withoffice equipments.
2. Working with a printer.
3. Working with a scanner.
4. Working with a Xerox.

Basic concepts
Safety measures, printer, scanner, Xerox, documents, printing, copying, and scanning.

Teaching methods -demonstration, laboratory work (frontal)

Recommended literature
1. **Bibliography -**
2. **Article–**
3. http://www.teryra.com/view_articl.php?id=101 – "MFP - what is it? WhichMFP is better to buy for home and office
   http://www.compgramotnost.ru/sostav-computera/chto-takoe-skaner-i-kak-im-polzovatsya
4. **Video –**
   https://www.youtube.com/watch?v=Tsc8CNd-pKk&hd=1
5. **Others _____**

Necessary material and technical resources -according to the number of students a laboratory is equipped with PCs installed with appropriate software, which is also provided with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-
- Safety measures in the process of working withoffice equipments.

Mastering the subject the student will be able to –
- Effective usage of the necessary office equipment in the future professional activity.

Assessment criteria
- competence in **software material**, the degree of assimilation,
- participation in discussions,

- logicality, completeness, objectivity, culture of stating of responses.

Article

Completion of combined tasks (formation of special format message, attaching files to message, exchange messages via email, printing and copying of the received messages, scanning of the given document for saving in special format).

The subject matter

1. Completion of individual combined task.
2. Display of the completed work, argumentation of the chosen methods,
3. Discussion of typical mistakes and shortcomings.

Basic concepts

E-mail, message, attaching films, exchanging messages (messaging), printer, Xerox, scanner, printing documents, copying.

Teaching method– individual laboratory lessons or individual practicum: it is a more complicated type of work comparing to frontal type of laboratory work, it is characterized by diversity of assignments, (both by the level complexity and self-dependence), by more complex question raised, and also learners are more supposed to use recommended literature, information materials as well as Internet-sources during the completions of task. The professor should follow the learners' work and provide with assistance, discuss emerged questioned if there is a need, focusing on typical mistakes.

1. **Bibliography -**

- Hennery E.K. et., Bases of computer literacy: A basic training course / -M.,"Training-service", 2006
- Internet. Textbook. / E.V. Murtazin – M.: DMK, 1999. – 416 p**.**

2. **Article –**

- **http://www.teryra.com/view_articl.php?id=101** –"MFP - what is it? Which MFP is better to buy for home and office

3. **Web site–**

- **http://www.neumeka.ru/internet_obuchenie.html**
- **http://www.neumeka.ru/elektronnaya_pochta.html**
- **http://compteacher.ru/nets/1331-internet-dlya-nachinayuschih-ch.1-video-obuchenie.html**
- **http://www.specialist.ru/course/int1**
- **http://edu-nn.ru/e-mail.html**
- **http://www.compgramotnost.ru/sostav-computera/chto-takoe-skaner-i-kak-im-polzovatsya**

4. **Video–**

- **http://subscribe.ru/group/internet-dlya-nachinayuschih-polzovatelej/18153/**
- **https://www.youtube.com/watch?v=pIl0yHOykAY&hd=1**
- **https://www.youtube.com/watch?v=_UsW8v70clM&hd=1**
- **http://edu-nn.ru/e-mail.html**
- **https://www.youtube.com/watch?v=Tsc8CNd-pKk&hd=1**

5. **Other _____**

Necessary material and technical resources – according to the number of students a laboratory equipped with PCs installed with appropriate software, which is also equipped with the necessary office equipment, projector, interactive whiteboard.

Mastering the subject the student will know-

- the preparatory stage for the individual task (preparatory stage),
- ways of completion,
- ways of self-assessment,
- ways of using informative sources in short period time,
- ways of presenting their own work.

Mastering the subject the student will be able to –
- plan the completion stages of individual tasks; arrange the time for completion of each stage, (taking into consideration the given time for the completion of the whole task), the chronological order of completion of subtasks, using the theoretical knowledge and practical skills.
- complete the task according to the plan,
- demonstrate the practical skills gained through working with software and hardware,
- analyze the task in order to identify inaccuracy and shortcomings,
- assess the task according to certain criteria
- discuss the possibilities of improving the quality of the task.
Assessment criteria
- completion of individual tasks via computers, completion quality,
- the choice of methods and means for completion of the individual task,
- the logicality of the completed task.