

**The planned schedule of practical classes on computer science  
for students of the second semester 2018 – 2019 academic year.**

No	The days of passage	Theme of classes	Hours
1.	01.10.2018-06.10.2018	Introduction to computer technologies; History and future trends of Computer.	2
2.	08.10.2018 – 13.10.2018	Architecture PC (Hardware). Basic components of PC, peripheral devices. Keyboard PC.	2
3.	15.10.2018 – 20.10.2018	The software and its basic types. Operating procedure with the system software. The full name of the file. The path to the file.	4
4.	22.10.2018 – 27.10.2018	The Windows operating system and its basic concepts. The main menu Windows. Window and types	2
5.	29.10.2018 – 03.11.2018	Typesetting and correction with a text editor Microsoft Word. Creating and saving folders, and files.	2
5.	05.11.2018 – 10.11.2018	Copy, delete and move files and folders. Typesetting, correction and inserting tables with a text editor Microsoft Word..	2
6.	12.11.2018 – 17.11.2018	Unit №1	2
7.	19.11.2018 – 24.11.2018	Information processing in Microsoft Excel. Main menu and basic elements.	2
8.	26.11.2018– 01.12.2018	Enter unformatted data into spreadsheets. AutoSum. Entering a formula in a spreadsheet Microsoft Excel. Diagramming.	2
9.	03.12.2018 – 08.12.2018	Standard functions. Create the table for statistical analysis in medicine.	2
10.	10.12.2018 – 15.12.2018	Information processing in Power Point. Algorithm of presentation development.	2
11.	17.12.2018 – 22.12.2018	Creating presentations with Power Point. Insert text and photos. Adding animations and sounds. Operations on slides.	2
12.	24.12.2018 – 29.12.2018	Interface of Microsoft Access. Creating a database with. Using templates.	4
13.	31.12.2018 – 05.01.2019	Input the information, sorting the information on Microsoft Access.	4
14.	07.01.2019 – 12.01.2019	The history of the development of the Internet. Basic concepts of the Internet. World Information Network. Ways to find information	2
15.	14.01.2019 – 19.01.2019	Developing a course project on the traversed topics on Power Point.	2
16.	21.01.2019 – 26.01.2019	Unit №2 Credit week	2

Total

40

Head of Department, Professor

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