

**Academic discipline:
«IT Fundamentals»**

Code and name of specialty	1-03 02 01 Physical Training
Training course	1
Semester of training	1, 2
Number of class hours:	58
Lectures	10
Seminar classes	-
Practical classes	-
Laboratory classes	48
Form of current assessment (credit/differential credit/exam)	credit
Number of credits	3
Competencies to be formed	Solve standard tasks of professional activity using information and communication technologies, apply the norms of national and international legislation in the field of information technology.
<p align="center">Summary of the content of the academic discipline:</p> <p>The educational material of the discipline is divided into 2 parts - "Basics of working in the Windows operating system" and "Basics of working with the Microsoft Office products".</p> <p>The section on the basics of working with the Windows operating system provides for studying the system interface and mastering the skills of the simplest configuration of its main components – keyboard layout, screen settings, installed programs. Additionally, the first section of the program provides for the study of the following topics: LAN; basics of working on the Internet (www services, e-mail); computer antivirus protection; working with archiver programs; working with file managers. The second major section of the discipline is working with Microsoft Office products. The main attention is paid to the formation and consolidation of skills of working with text and table editors, presentation editor.</p>	