



MINISTRY OF HEALTH OF UKRAINE
NATIONAL UNIVERSITY OF PHARMACY



Department of Fundamental and Social-humanitarian Sciences

European Standard of Computer Competence

Presentation of the Elective Educational Component



for foreign students

educational program "Pharmacy", specialty 226 Pharmacy and industrial pharmacy

THE AIM OF THE COURSE

To form and develop basic competence in accordance with the requirements of European and International Certification Programs (ECDL and ICDL) in the field of information and communication technologies to ensure the rational use of actual office software



Volume of the educational component:

90 hours (3 ECTS)



MAIN TASKS OF THE COURSE

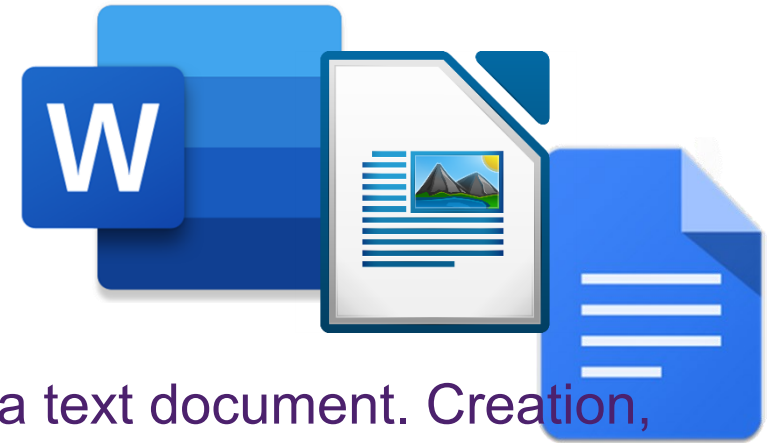
- formation and development of the base of knowledge, abilities and skills necessary for the effective use of actual office software in educational and cognitive activities and everyday life;
- acquainting students with the European and international ECDL and ICDL certification systems, their structure and features of test diagnostics, with the role of new information and communication technologies in professional activity, with prospects for the development of computer technology;
- development of the ability to independently master various software tools, to update and integrate the knowledge acquired



TOPICS OF THE COURSE

1 **Topic 1.** Using word processors to create and edit text documents

Peculiarities of using a word processor. Rules for building a text document. Creation, editing and final preparation of text documents. Use of tables, images and styles. Cross-references, table of contents, subject indexes



2 **Topic 2.** Using spreadsheets software to process and to analyze data

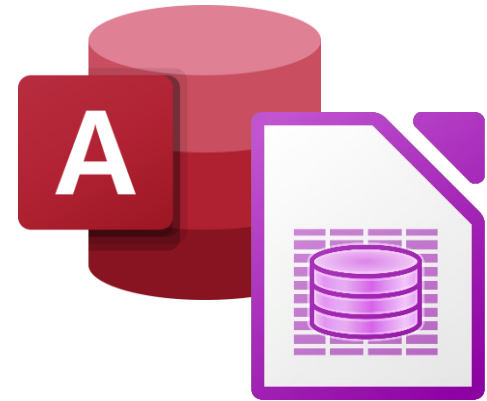
Principles of construction and scope of application of electronic spreadsheets. Analysis of tabular data. Organization of information in the form of a data table. Standard mathematical and logical operations. Sorting and selecting data using filters. Calculating subtotals. Pivot tables. Financial data analysis. Introduction to statistical data analysis with spreadsheet tools



TOPICS OF THE COURSE

1 **Topic 3.** Using database management systems to organize data storage and access to data

Principles of development and scope of database applications. Data representation models. Relational data model. Organization of information in tables. Planning and creation of a database to store pharmaceutical information. Table design. Primary keys and relationships between tables. Creating a table and editing its structure. Screen forms design. Retrieving the required information from an existing database using search and sorting tools. Queries to database. Database reports



2 **Topic 4.** Using special software to represent data

Principles of construction and areas of application of software to create presentations. Creating a typical presentation. Use of visualization effects: illustrations, tables, graphs. Display and slide show modes. Setting a slideshow parameters



TOPICS OF THE COURSE

1 **Topic 5.** Principles of work in computer networks. Information security

Principles of construction and purpose of computer networks.
Classification of networks. Software and protocols. Communication equipment for building networks.
Information protection - backup, passwords, computer viruses and means of combating them, copyright protection



2 **Topic 6.** The Internet and the use of its main services

Searching for information on the Internet and its optimization.
Searching the Internet using web browsers and search programs, creating bookmarks, printing information. Electronic mail (e-mail).
Possibilities of using educational platforms (Moodle, Joomla, Прометей, Web Tutor, iSpring, etc.)

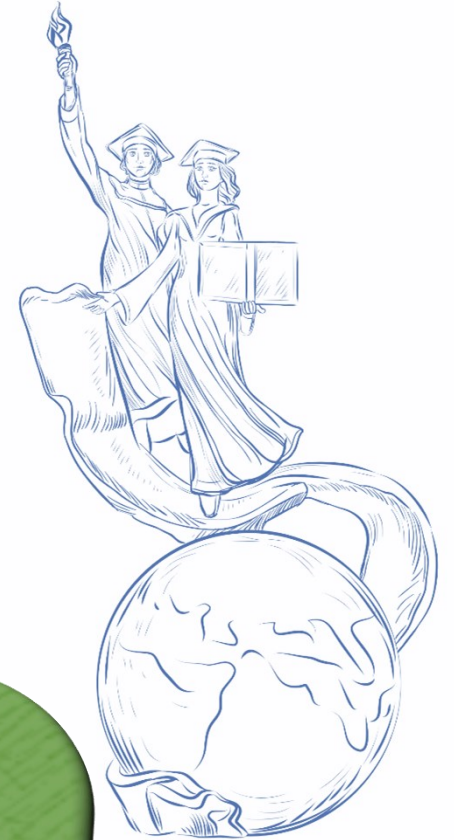




Choose this modern and actual course !



*We are waiting for you,
♥ student!*

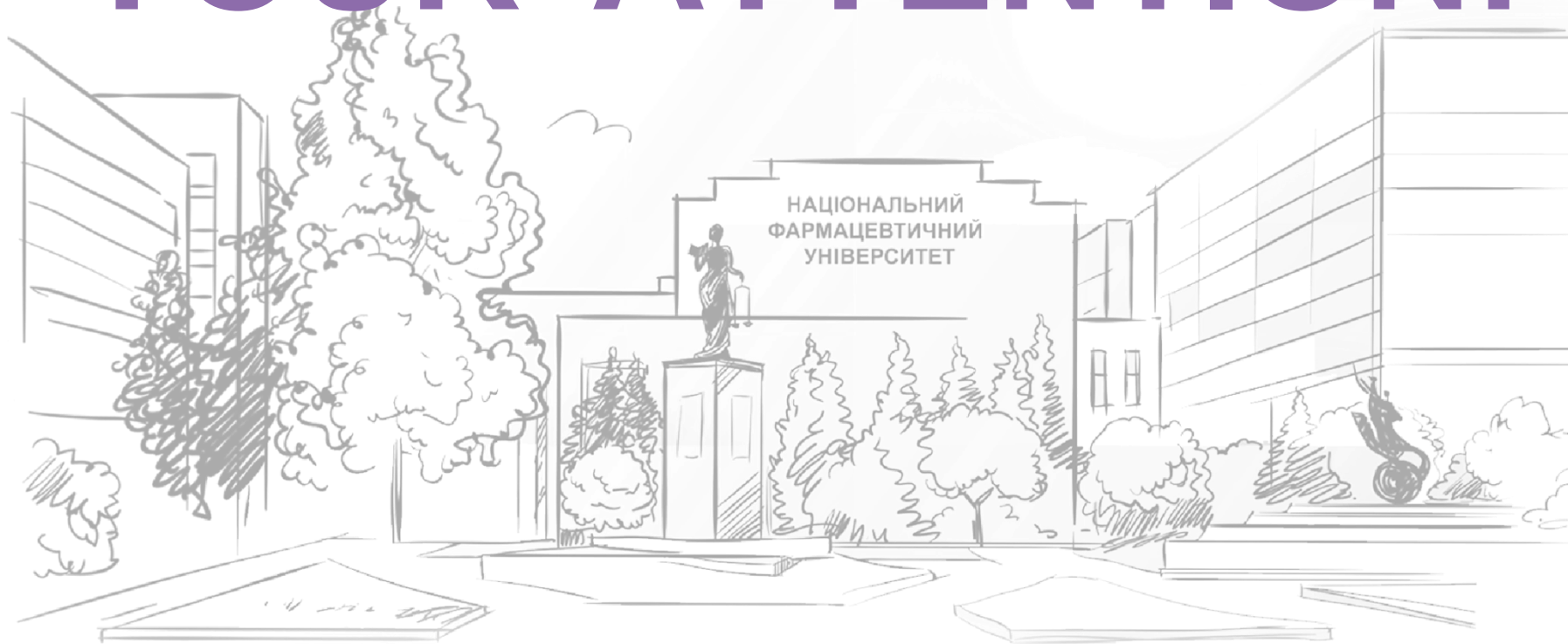


*Everyone should know how to
program a computer, because it
teaches you how to think!*

- Steve Jobs



THANK YOU FOR YOUR ATTENTION!



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