

**MINISTRY OF INTERNAL AFFAIRS OF UKRAINE  
DNIPROPETROVS'K STATE UNIVERSITY of INTERNAL AFFAIRS  
DEPARTMENT OF ECONOMIC AND INFORMATION SECURITY**

**PLANS of PRACTICAL CLASSES  
IN THE ACADEMIC DISCIPLINE**

**INFORMATION SYSTEMS AND TECHNOLOGIES**

Academic level	<u>Bachelor's degree</u>
Specialty	<u>073 "Management"</u>
Educational program	<u>"Financial and economic security and risk management"</u>
The status of the discipline is	<u>normative</u>
Language of instruction	English

Plans presented and approved at the meeting of the department of economic and information security, minutes taken on 26.08.2020, № 1

Head of the department

**Eduard RIZHKOV**

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## **TOPIC 2. Automation of document preparation using the online service Google Docs.**

*(The duration of each practical lesson is 2 academic hours)*

### ***Practical class № 2.1***

#### **Basics of using Google Docs**

##### **Plan**

1. Preparation of the text of the title document - sample.
2. Format the document according to the example.
3. Save the document to Google Drive.
4. Sharing the document
5. Send a link to an email address.

##### **Skills to be developed in the course of the class:**

1. Formatting the document.
2. Save the document to Google Drive.
3. Sharing the document. Send a link to an email address.

### ***Practical class №2.2.***

#### **Create complex documents in Google Docs word processor with special characters**

##### **Plan**

1. Preparation of the text of a copy of a complex document - a sample.
2. Format the document according to the example.
3. Save the document to Google Drive.
4. Sharing the document
5. Send a link to edit the teacher.

##### **Skills to be developed in the course of the class:**

1. Formatting the document.
2. Save the document to Google Drive.
3. Sharing the document. Send a link to an email address.

Create documents with complex spreadsheets in the Google Docs word processor

**Plan**

1. Preparation of the table, insertion into the document - a sample.
2. Format the document according to the example.
3. Save the document to Google Drive.
4. Sharing the document
5. Send a link to edit the teacher.

**Skills to be developed in the course of the class:**

1. Preparation of the table, insertion into the document - a sample. Insert into the drawing table.
2. Formatting the document according to the example. Save a document to Google Drive.
3. Sharing the document. Send a link to edit to the teacher

Create documents in Google Docs word processor with image

**Plan**

1. Preparation of the drawing, insertion into the document - a sample.
2. Format the document according to the example.
3. Save the document to Google Drive.
4. Sharing the document
5. Send a link to edit the teacher.

**Skills to be developed in the course of the class:**

1. Preparation of the drawing, insertion into the document - a sample. Insert into the drawing table.
2. Formatting the document according to the example.
3. Save the document to Google Drive. Share a document
4. Send a link to edit the teacher

**Tasks for the independent work for Topic 2:**

During independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. Using the online service Google Docs to automate the preparation of business documents based on the use of templates and form fields.
2. Create a document and control access.
3. Collaboration with documents

### **Individual assignments for Topic 1:**

1. The concept and structure of the system "Google".
2. The most popular Google services.
3. Address of the Ukrainian Google server.
4. What do you need a Google account for?
5. How you can change your personal mailbox settings.

## **TOPIC 3. Using the online service Google Sheets.**

### *Practical class №3.1*

#### Basic principles of using Google Sheets

##### **Plan**

1. Create a list in the Google Sheets worksheet.
2. Perform tasks on sorting the list, changing the information in the list and more.
3. Add new information to the list.
4. Save the document to Google Drive.
5. Sharing the document.
6. Send a link to edit the teacher

### **Skills to be developed in the course of the class:**

1. Be able to save a document on Google Drive.
2. Be able to share a document.
3. Be able to send editing links to the teacher

### *Practical class №3.2*

#### Using the Amount feature in Google Sheets

##### **Plan**

1. Create a list in the Google Sheets worksheet.
2. Check the new information in the list.
3. Save the document to Google Drive.
4. Sharing the document.
5. Send a link to edit the teacher.

**Skills to be developed in the course of the class:**

1. Be able to save a document to Google Drive.
2. Be able to share a document.
3. Be able to send editing links to the teacher

***Practical class №3.3*****Work with Date and Time in Google Sheets.****Plan**

1. Create a list in the Google Sheets worksheet.
2. Process the data using the Date and Time function in the list.
3. Insert a map into the document and build graphs.
4. Save the document to Google Drive.
5. Sharing the document.
6. Send a link to edit the teacher.

**Skills to be developed in the course of the class:**

1. Be able to save a document to Google Drive.
2. Be able to share a document.
3. Be able to send editing links to the teacher
4. Know how the Date and Time functions work

***Practical class №3.4*****Working with text functions in Google Sheets.****Working with the map in Google Sheets.****Plan**

1. Create a list in the Google Sheets worksheet.
2. Process the data using the Date and Time function in the list.
3. Perform data processing using the text functions in the list.
4. Insert a map into the document and build graphs.
5. Save the document to Google Drive.
6. Sharing the document.
7. Send a link to edit the teacher.

**Skills to be developed in the course of the class:**

Be able to save a document to Google Drive.

Be able to share a document.  
Be able to send editing links to the teacher  
Know how the date and time function works

### **Tasks for the independent work for Topic 3:**

During independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. Creating complex tables. The concept of relative and absolute references. Features of cell addressing.
2. Technology for the implementation of tasks in the professional field by Google Sheets. Creating lists.
3. Operations with data in the list. Sorting.
4. The concept of the filter. Creating filters. Creating an advanced filter.
5. Consolidating information processing in Google Sheets.

### **Individual assignments for Topic 3:**

Create a presentation by number in the group list and the selected topic.

## **TOPIC 4. Working with templates and forms in MS Word.**

### *Practical class №4.1*

#### **Plan**

1. Functions and classification of text preparation systems. General concepts of text editing. Microsoft Word processor for Windows.
2. The structure of the Microsoft Word processor window.
3. Document windows. Entering and editing text. Select a piece of text.
4. Create the simplest document in the word processor Word.
5. Basic techniques for copying and pasting text objects.
6. Preparation of the text of the main document - sample.
7. Creating form fields and document protection. Save a document as a Word template.
8. Creating a specific legal document based on a secure template with margins.

#### **Skills to be developed in the course of the class:**

1. Preparation of the text of the main document - a sample.
2. Call and use the Word "Forms" panel.
3. Create the required fields of the document (numeric, text, list or other)
4. Protect the text of the document from changes when filling in the fields.
5. Save the document as a Word template.

6. Creating a specific legal document based on a secure template with margins.
7. Examine the options for printing a prepared document (the whole document, only the contents of the fields).

#### ***Practical class №4.2***

##### **Plan**

1. Creating a master document - a sample.
2. Construction of a data source.
3. Placement of data fields.
4. Merge the main document with the table data.
5. Checking the correctness of the merger.
6. Using the results of the merger (sending to a new document, printer, e-mail) with saving in a separate file.

##### **Skills to be developed in the course of the class:**

1. Creating and placing data fields.
2. Merge the main document with the table data.
3. Checking the correctness of the merger.
4. Enter additional information in the merger results.
5. Using the results of the merge (sending to a new document, printer, e-mail) with saving in a separate file.
6. Sort merge results.

##### **Tasks for the independent work for Topic 4:**

During the independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. The use of automation tools for the preparation of legal and business documents based on the use of templates and form fields with template protection.
2. Creation of serial documents on the basis of "merger". Using macros to create documents in MS Word.

##### **Individual assignments for Topic 4:**

Create a table by number in the group list and the selected topic.

#### **TOPIC 5. Creating complex documents in MS Word based on merging**

#### ***Practical class №5.1***



## **Plan**

1. The use of automation of the preparation of serial business documents on the basis of mergers.
2. Using the Mailing Tool
3. Creating a template for the main document.
4. Creating a source for merging.

### ***Skills to be developed in the course of the class:***

1. Know the basic principles of preparation of serial business documents on the basis of mergers.
2. Be able to use the tool "Newsletter"
3. Be able to create a template for the main document.
4. Creating a source for merging.

## ***Practical class №5.2***

### **Plan**

1. Placing data fields in a document template.
2. Add fields.
3. Master merger.
4. Mailing Wizard panel.
5. Master of serial mailing.
6. Creating a serial document.
7. Making changes to some letters, saving and printing a serial document.

### **Skills to be developed in the course of the class:**

1. Master merger.
2. Mailing Wizard panel.
3. Master of serial mailing.
4. Creating a serial document.
5. Making changes to some letters, saving and printing a serial document

### **Tasks for the independent work for Topic 5:**

During independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. The use of automation of the preparation of serial business documents on the basis of mergers.
2. Using the Mailing Tool
3. Creating a template for the main document.
4. Creating a source for merging.

5. Placing data fields in the document template. Add fields.
6. Mailing Wizard panel.
7. Merger master. Master of serial mailing.
8. Creating a serial document.
9. Making changes to part of the letters, saving and printing a serial document.

### **Individual assignments for Topic 5:**

Creating a serial document according to Individual assignments.

## **TOPIC 6. Creating information databases based on lists in MS Excel.**

### ***Practical class №6.1***

#### Working with lists in MS Excel (creating a list, sorting)

##### **Plan**

1. The concept of an Excel list.
2. Import from the Internet or create a list in an MS Excel worksheet.
3. Perform tasks to sort the list, to change the information in the list and more.
4. Add new information to the list.
5. Perform tasks to search for information in the list.

### **Skills to be developed in the course of the class:**

1. Be able to correctly create a list, change information.
2. Be able to sort the list by one field, two or three fields in one direction.
3. Be able to sort the list by one field, two or three fields in different directions.

### ***Practical class №6.2***

#### Working with lists in MS Excel (search in the list, create an auto filter, advanced filter)

##### **Plan**

1. Using lists. Data analysis.
2. Processing lists using the form.
3. Application of autofilters for list analysis.
4. Formation of intermediate results. Working with forms

### **Skills to be developed in the course of the class:**

1. Be able to use intermediate results of different types.
2. Be able to create and use forms to correct information in the list.
3. Be able to create automatic filters for different selection conditions.

### **Tasks for the independent work for Topic 6:**

During the independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. The concept of local and distributed databases in the legal field. Features of the database in the legal field.
2. Technology of realization of tasks in the professional field by means of MS Excel.
3. Creating lists.
4. Operations with data in the list.
5. Sorting.
6. Search for information.
7. The concept of filter. Creating filters.
8. The concept of information consolidation.
9. Import information into MS Excel from the Internet.

### **Individual assignments for Topic 6:**

1. Study of methods of consolidation of information in MS Excel.
2. Types of consolidation and their implementation.

## **Topic 7. Automation of preparation of business documents.**

### *Practical class №7.1*

#### **Plan**

1. Automation of user actions in MS Word using macros.
2. Create MS Word macros using the Macro Record tool.
3. Create custom buttons and toolbars.

### **Skills to be developed in the course of the class:**

1. Creating a macro using a recording tool.
2. Creating macros to automate the processing of complex sequential actions in MS Word.
3. Saving macros.
4. Changing macros.
5. Create menu buttons to execute macros.

### *Practical class №7.2*

## **Plan**

1. Use of means of automation of preparation of legal and business documents on the basis of use of templates and fields of forms with protection of a template.
2. Creating serial documents based on "merger".
3. Using macros to create documents in MS Word and MS Excel.

### **Skills to be developed in the course of the class:**

1. Creating a macro using a recording tool.
2. Creating macros to automate the processing of complex sequential actions in MS Word.
3. Saving macros.
4. How to remove macros.
5. Changing macros.
6. Create menu buttons to execute macros.

### **Tasks for the independent work for Topic 7:**

During independent preparation for practical classes, students get acquainted with the basic provisions of the issues to be studied, namely:

1. The concept of macro, types of macros.
2. The order of creating macros in MS Word and MS Excel, change, save.

### **Individual assignments for Topic 7:**

Create macros by the number in the group list and the selected topic below.

## **Topic 8. The use of the Internet in the professional activities of the manager.**

### ***Practical class № 8.1***

## **Plan**

1. Basic concepts about Google applications, purpose and their characteristics.
2. Use of Google applications in the practical activities of the manager.
3. Cloud technologies. Features of working with cloud technologies.
4. Google services.
5. Free use of the service.
6. Access and collaboration with materials.

7. Interactive group work.

### **Skills to be developed in the course of the class:**

1. Know the basics of Google applications, their purpose and characteristics.
2. Be able to use Google applications in the practical activities of the manager.
3. Know the features of working with cloud technologies.
4. Know and apply Google services in the practice of the manager.

### ***Practical class № 8.2***

#### **Plan**

1. Google Mail, Google Drive.
2. Google Maps. Google Books.
3. Google Calendar.
4. Interactive group work.

### **Skills to be developed in the course of the class:**

1. Be able to work with Google Mail and Google Drive.
2. Be able to work with Google Maps and Google Books.
3. Be able to work with Google Calendar.
4. Interactive group work.

### **Tasks for the independent work for Topic 8:**

1. Features of the Google Sites service.
2. Appearance of the site.
3. View basic functions. The main page of the site, the ability to add markup.
4. Making changes to the elements.
5. Manage the site and go to the basic settings.
6. Attachments, page templates, service scripts, sharing, and permissions.

### **Individual assignments for Topic 8:**

Individual tasks are performed by students in the form of preparation of multimedia presentations based on the results of information retrieval on the Internet according to the appropriate option. Creating interactive group work between students.

## **II Semester**

### **TOPIC 9. Using PowerPoint and Google Presentations to create presentations in the professional activities of the manager.**

### ***Practical class № 9.1***

### **Plan**

1. Basic concepts and tools of PowerPoint and Google Presentations
2. Create a presentation based on existing templates.
3. View modes. Work in normal mode.

### **Skills to be developed in the course of the class:**

1. Learn the basic concepts and tools of PowerPoint and Google Presentations
2. Be able to create presentations based on existing templates.
3. Be able to create animations for presentations.

### **Practical class № 9.2**

#### **Plan**

1. Add a new slide. Work in the dialog box with a set of auto-markup.
2. Add speaker notes. Slide mode, edit slide objects.
3. Structure mode. View the content of the presentation. Structure toolbar.  
Complement the presentation with slides.

### **Skills to be developed in the course of the class:**

1. Be able to add a new slide. Work in the dialog box with a set of auto-markup.
2. Be able to add speaker's notes. Slide mode, edit slide objects.
3. Be able to create complex presentations using animation.

### **Practical class № 9.3**

#### **Plan**

1. Structure mode. View the content of the presentation. Structure toolbar.  
Complement the presentation with slides.
2. Work with several levels of lists. Create a final slide. Creating a basic presentation structure using the AutoContent Wizard. Work in slide sorter mode.
3. Rearrange and copy slides. Sorter toolbar. Add and remove slides.

### **Skills to be developed in the course of the class:**

1. Be able to complement slide presentations.
2. Be able to work with several levels of lists.
3. Be able to create a final slide.
4. Be able to work in slide sorter mode.
5. Rearrange and copy slides. Sorter toolbar. Add and remove slides

### **Practical class № 9.4**

#### **Plan**

### **Tasks for the independent work for Topic 9:**

1. Move slides between presentations. Design template and color scheme. Slide formatting.
2. Creating text objects. Move and scale objects. Zoom objects. Edit a slide sample. Creating footers.
3. Creating graphic objects. Creating an organizational chart. Preparing a presentation for publication. Organize transitions between slides.
4. Animation of objects. Hide slides. Timing of the report. Launch a slide show.

### **Individual assignments for Topic 9:**

Create a presentation using animation, graphics, sound, and timing.

## **TOPIC 10. The use of information and analytical technology of intelligence maps (Mind Maps) in the activities of the manager.**

### *Practical class № 10.1*

#### **Plan**

1. The concept of intelligence technology
2. Basic principles of creating intelligence maps
3. Creating a smart card project using computerless technology (manually)

#### **Skills to be developed in the course of the class:**

1. Know the advantages and disadvantages of using smart cards in the activities of the manager.
2. Know the basic principles of creating smart cards.

### *Practical class № 10.2*

#### **Plan**

1. Online services for creating Mind Maps.
2. Using the Coogole online service.
3. Using the online service Mind42
4. Using the online Coogole service.

#### **Skills to be developed in the course of the class:**

1. Be able to use online services to create smart cards.
2. Be able to save created Mind Maps in different formats.

**Plan**

1. Install and configure the XMind program
2. Using the Mind program.

**Skills to be developed in the course of the class:**

Be able to create Mind Maps in the XMind program environment

**Tasks for the independent work for Topic 10:**

1. Basic principles of creating smart cards
2. Creating a Mind Maps project using computerless technology (manually)
3. Know the advantages and disadvantages of using intelligence cards in the activities of the manager.
4. Know the basic principles of creating smart cards.
5. Online services for creating intelligence maps.
6. Use of the Coogle online service.
7. Using the online service Mind42
8. Using the online service Popplet
9. Be able to use online services to create smart cards.
10. Be able to save created Mind Maps in different formats.
11. Install and configure the XMind program
12. Using the XMind program.
13. Be able to create smart maps in the environment of XMind

**Individual assignments for Topic 10:**

Choose at your discretion a program for creating mind maps (any, but except for XMind) and create a mind map with at least three levels.

**Tema 11. Using MS Excel to solve optimization problems.**

**Plan**

1. Features and tools for analytical work with information in MS Excel.
2. Use of functions, automation of calculations.
3. Using the Solution Search tool. Solving optimization problems of different types

**Skills to be developed in the course of the class:**



1. Be able to apply the capabilities and tools for analytical work with information in MS Excel.
2. Be able to apply the wizard to perform complex calculations.

***Practical class №11.2***

**Plan**

1. Use of functions, automation of calculations.
2. Using the Solution Search tool. Solving optimization problems of different types
3. Solving problems of linear optimization.

**Skills to be developed in the course of the class:**

1. Be able to apply the capabilities and tools for analytical work with information in MS Excel.
2. Be able to apply the wizard to perform complex calculations.

***Practical class №11.3***

**Plan**

3. Use of functions, automation of calculations.
4. Using the Solution Search tool. Solving optimization problems of different types
3. Solving problems of nonlinear optimization.

**Skills to be developed in the course of the class:**

1. Be able to apply the capabilities and tools for analytical work with information in MS Excel.
2. Be able to apply the wizard to perform complex calculations.

**Tasks for the independent work for Topic 11:**

Solving the problem of linear optimization.

**Individual assignments for Topic 11:**

Solving the problem of nonlinear optimization.

**TOPIC 12. Creating information databases based on MS Access**

***Practical class № 12.1***

**Plan**

1. Designing a relational database.

2. Creating a relational database.
3. Working with a relational database.
4. Data types.
5. Creating relationships between tables.
6. Types of relationships between tables.

Design a database for the collection, storage and analysis of data on employees of the enterprise with attributes (fields):

- Reporting table №.
- Full Name.
- Sex.
- Date of birth.
- Education (higher, secondary or primary).
- If he has a higher education, indicate the date of graduation
- Attitude to military service (conscript or not).
- Passport: series, number, date of issue and who issued it.
- Residence address: city, street, house and apartment.
- Information on moving on service: number and date of the order, position, department.
- Information about dismissal: date and reason for dismissal.
- Photo.
- Additional information about the worker.

### **Skills to be developed in the course of the class:**

1. Be able to design a relational database.
2. Be able to create a relational database.
3. Working with a relational database.
4. Know the types of data and apply them.
5. Be able to create relationships between tables.
6. Know the types of relationships between tables.

### **Practical class № 12.2.**

#### **Plan**

1. Filling in tables, field formats of the constructed database.
2. Properties of table fields.
3. Key fields.
4. Designer of tables when working with a relational database.
5. The size of the field. Input mask.

### **Skills to be developed in the course of the class:**

1. Be able to fill in tables and specify field formats of the built database.

2. Be able to set the properties of table fields, key fields.
3. Be able to use the table designer when working with a relational database.
4. Be able to correctly set the field size and input mask.

***Practical class № 12.3.***

**Plan**

1. Search, replace data in the table.
2. Add rows, fields, columns to the table.
3. Delete rows, fields, columns from the table.
4. Creating filters.
5. Sorting in ascending, descending order.
6. Complex filters.
7. Skills to be developed in the course of the class:
8. Be able to perform search, replace data in the table.
9. Be able to add rows, fields in the table.
10. Be able to create filters.
11. Be able to perform sorting in ascending, descending order.
12. Be able to create complex filters.

***Practical class № 12.4.***

**Plan**

1. Create a query using the Query Wizard and the Query Designer.
2. Execution of the request.
3. Create simple conditions for the query in the table.
4. Creating complex conditions for the query in the table.
5. Cross-queries.

**Skills to be developed in the course of the class:**

1. Be able to create a query using the Query Wizard and Query Designer and save them.
2. Be able to create simple conditions for the query in the table.
3. Be able to create complex conditions for the query in the table.
4. Be able to create cross-queries.

***Practical class № 12.5.***

**Plan**

1. Use the Expression Builder for a complex query.
2. Complex calculations with calculations using the Expression Builder.
3. Application of functions in calculations.
4. Construction of graphs.

**Skills to be developed in the course of the class:**

1. Be able to use the Expression Builder for a complex query.
2. Be able to create complex calculations with calculations using the Expression Builder.
3. Be able to apply functions to calculations.
4. Be able to build graphs.

***Practical class №12.6***

**Plan**

1. Creating a form for the constructed table.
2. Creating a Form Designer.
3. Application of the Form Wizard.
4. Navigation in forms.
5. Work with other types of forms.

**Skills to be developed in the course of the class:**

1. Creating a form for the constructed table.
2. Creating a Form Designer.
3. Application of the Form Wizard.
4. Navigation in forms.
5. Work with other types of forms.

***Practical class № 12.7.***

**Plan**

1. Create a report for tables.
2. Application of the Report Designer.
3. Creating headers in forms. Logos.
4. Grouping data.
5. Work with the control panel in the forms.
6. Report Wizard.
7. Stickers.
8. Creating charts.

**Skills to be developed in the course of the class:**

1. Be able to create reports for tables. Be able to use the Report Designer to work with the database.
2. Be able to create headers in forms. Logos.
3. Be able to group data.
4. Be able to use the control panel when working with forms.
5. Application of the Report Wizard. Application of Stickers.
6. Be able to create charts in forms.

***Practical class № 12.8.***

## **Plan**

1. Creating a macro in the built database.
2. Commands, operators to create a macro.
3. Macro editing.
4. Run the macro for execution.
5. Checking the macro.

### **Skills to be developed in the course of the class:**

1. Be able to create a macro.
2. Know and apply commands and operators to create a macro.
3. Be able to work with the Module.
4. Be able to edit the macro.
5. Be able to run a macro for execution and check its operation.

### **Tasks for the independent work for Topic 12:**

1. General characteristics of database management systems DBMS MS Access.
2. Relational database. Field, record, recovery scheme, types of relationships between tables.
3. The main objects of the database MS Access: tables, forms, queries, reports, pages, macros, modules.
4. Creating a table. Edit table data.
5. Creating field indices. Creating data schemes.
6. Creating forms. Form controls.
7. Creating queries. Designing queries of different types.
8. Using the Wizard to create forms.
9. Creating reports. Transfer of information and communication with other databases.
10. Exchange between other MS Office applications.
11. What is the difference between batch and dialog modes of data processing?
12. What are the stages of the "life cycle" of a software product?
13. What information procedures and operations do database technology combine?
14. Define the original organization of the information fund.
15. What technological operations are the technology of the initial creation of the information fund?
16. What is the difference between the technology of maintaining arrays of regulatory and operational information?
- 17 . The place and role of technologies for processing textual and tabular information.
18. Name the word processors you know.
19. What is the process of processing textual information from work?
20. Define a spreadsheet.

### **Individual assignments for Topic 12:**

Create the following database:

<b>№</b>	<b>Details</b>	<b>Field name</b>	<b>Data type</b>	<b>Notes</b>
1	Record number	RecNum	Text	Keys Field
2	Surname	Surname	Text	
3	Name	Name	Text	
4	Last Name	LastName	Text	
5	Sex	Sex	Text	Choice of two values: "F" or "M"
6	Date of birth	DateBirth	Date / time	
7	Education	Edu	Text	Choice of 3 values: "higher", "average" or "initial"
8	Date of graduation	DateGrad	Date / time	
9	Name of the institution of higher education	NameHEd	Text	Substitution of the value of the NameHEd field from the university table
10	Passport series	PasSer	Text	
11	Passport number	PasNum	Text	
12	Date of issue	DateIs	Date / time	
13	City of residence	City	Text	Substitute the value of the city field from the Cities table
14	Street	Street	Text	
15	House	House	Text	
16	Flat	Flat	Text	
17	Photo	Photo	OLE	
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## **RECOMMENDED LITERATURE**

### **Recommended literature for Topic 2:**

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2. Information Systems for Business and Beyond. DAVID T. BOURGEOIS. Pressbooks – 2019 – 327 p.

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2. Information Systems for Business and Beyond. DAVID T. BOURGEOIS. Pressbooks – 2019 – 327 p.

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## Recommended literature for Topic 6:

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2. Information Systems for Business and Beyond. DAVID T. BOURGEOIS. Pressbooks – 2019 – 327 p.
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### **Recommended literature for Topic 7:**

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12. Сучасні інформаційні системи і технології: конспект лекцій/ В. Г. Іванов, С. М. Іванов, В. В. Карасюк та ін.; за заг. ред. В. Г. Іванова, В. В. Карасюка. – Х.: Нац. юрид. ун-т ім. Ярослава Мудрого, 2014. – 347 с. (*Modern information systems and technologies: lecture notes / V.G. Ivanov, S.M. Ivanov, V.V. Karasyuk, etc. ; for general ed. V.G. Ivanov, V.V. Karasyuk. - H. : Nat. jurid. Univ. Yaroslav the Wise, 2014. - 347 p.*)
13. Лізунов П. П., Івлева Н. П., Васильєва Г. Л. Інформаційні системи в менеджменті: навчальний посібник. – К.: КНУБА, 2010. –128 с. (*Lizunov PP, Ivleva NP, Vasilieva GL Information systems in management: a textbook. - K. : KNUBA, 2010. –128 c.*)
14. Косиченко О.О., Махницький О.В. Інформаційне забезпечення юридичної діяльності. – Посібник. – Дніпро, ДДУВС. – 2018, 205 с. (*Kosichenko O.O., Makhnitsky O.V. Information support of legal activity. - Manual. - Dnipro, DDUVS. - 2018, 205 p.*)
15. Вишня В.Б., Косиченко О.О. Інформаційно-бібліографічний пошук у мережі Internet: навчальний посібник. – Дніпропетровськ : ДДУВС, 2013. – 60 с., іл.. (*Vyshnya V.B., Kosichenko O.O. Information and bibliographic search on the Internet: a textbook. - Dnepropetrovsk: DDUVS, 2013. - 60 p., Ill.*)

## Recommended literature for Topic 9:

1. Денисова О.О. Інформаційні системи і технології в діяльності менеджера: Навч. посібник. – К.: КНЕУ, 2014. – 315 с.
2. Мінченко А.В. Правова Інформатика. Концепція інформатизації: Навч. посібник. – К.: Арістей, 2013. – 288 с.

### **Recommended literature for Topic 10:**

1. Mind Map Mastery. Tony Buzan. Watkins Media Limited, London, 2018. – 167 p.
2. Mind Mapping For Dummies. John Wiley & Sons, Ltd, Chichester, West Sussex, England, 2012 – 236 p.
3. Мюллер Х. Составление ментальных карт. Метод генерации и структурирования идей [Текст]. – М. : Омега-Л, 2007. – 126 с. (Mueller H. ) Drawing up mental maps. The method of generating and structuring ideas [Text]. - М.: Omega-L, 2007 - 126 p.)
4. Mind Management: Solving business problems using mind maps / Sergey Bekhterev; 4th ed. - М. : Alpina Publisher, 2018 . - 308 p.
5. Mapping Law School - [Electron. resource] / Access mode: <https://lawmindmaps.com/>

### **Recommended literature for Topic 11:**

1. Information systems and technologies : textbook / O. Pushkar, K. Sibilyev. – Kh. : Publishing House of KhNUE, 2015. – 264 p.
2. Information Systems for Business and Beyond. DAVID T. BOURGEOIS. Pressbooks – 2019 – 327 p.
3. Інформаційне забезпечення юридичної діяльності: підручник / кол. авт.; ред. В.Б. Вишня. - Дніпро: Дніпропетровський державний університет внутрішніх справ, 2018. - 245 с. (Information support of legal activity: textbook / col. avt .; ed. V.B. Vyshnia. - Dnipro: Dnipropetrovsk State University of Internal Affairs, 2018. - 245 p.)
4. Behrouz Forouzan Foundations of Computer Science/ Cengage Learning EMEA Cheriton House, North Way, Andover, Hampshire, SP10 5BE United Kingdom - 2018 - 706 p.
5. Introduction to Information Technology. The Institute of Chartered Accountants of Pakistan. / First edition published by Emile Woolf International Bracknell Enterprise & Innovation Hub Ocean House, United Kingdom – 2013 – 466 p.
6. Information Systems and Technology for Managers and Entrepreneurs Written by Jae K. Shim - [http://icourseplayer.360training.com/courses/course1551/pdf/IS-IT\\_PDF1\\_FTC.pdf](http://icourseplayer.360training.com/courses/course1551/pdf/IS-IT_PDF1_FTC.pdf)
7. Management Information Systems. Kenneth C. Laudon New York University Jane P. Laudon Azimuth Information Systems, Prentice Hall Boston, 2015. – 677 p. - <https://www.pdfdrive.com/management-information-systems-managing-the-digital-firm-d20208449.html>

8. Using Excel & Access 2013 for Accounting. Glenn Owen. 2015.- 386 p. - <https://www.pdfdrive.com/using-microsoft-excel-and-access-2013-for-accounting-d187443362.html>
9. Тулінов В., Уткіна Г. Навчально-методичний посібник з дисципліни «Інформаційні технології» для студентів денної та заочної форми навчання спеціальності 081 «Право». Кривий Ріг: Донецький юридичний інститут, 2020. - с. 161. (1. Tulinov V., Utkina G. Textbook on the subject "Information Technology" for full-time and part-time students majoring in 081 "Law". Kryvyi Rih: Donetsk Law Institute, 2020. - p. 161.)
10. Ситнік Б. Т. Основи інформаційних систем і технологій: Навч. посібник. – Харків: УкрДУЗТ, 2019. – 175 с. (Sitnik B.T. Fundamentals of information systems and technologies: Textbook. manual. - Kharkiv: UkrDUZT, 2019. - 175 p.)
11. Інформаційні системи і технології : навч. посіб. / [П. М. Павленко, С. Ф. Філоненко, К. С. Бабіч та ін.]. — К. : НАУ, 2013. — 323 с. (*Information systems and technologies: textbook. way. / [P. M. Pavlenko, S.F. Filonenko, K.S. Babich and others]. - K. : NAU, 2013. — 323 p.)*
12. Сучасні інформаційні системи і технології: конспект лекцій/ В. Г. Іванов, С. М. Іванов, В. В. Карасюк та ін.; за заг. ред. В. Г. Іванова, В. В. Карасюка. – Х.: Нац. юрид. ун-т ім. Ярослава Мудрого, 2014. – 347 с. (*Modern information systems and technologies: lecture notes / V.G. Ivanov, S.M. Ivanov, V.V. Karasyuk, etc. ; for general ed. V.G. Ivanov, V.V. Karasyuk. - H. : Nat. jurid. Univ. Yaroslav the Wise, 2014. - 347 p.)*
13. Лізунов П. П., Івлева Н. П., Васильєва Г. Л. Інформаційні системи в менеджменті: навчальний посібник. – К.: КНУБА, 2010. –128 с. (*Lizunov PP, Ivleva NP, Vasilieva GL Information systems in management: a textbook. - K. : KNUBA, 2010. –128 c.)*
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15. Вишня В.Б., Косиченко О.О. Інформаційно-бібліографічний пошук у мережі Internet: навчальний посібник. – Дніпропетровськ : ДДУВС, 2013. – 60 с., іл.. (*Vyshnya V.B., Kosichenko O.O. Information and bibliographic search on the Internet: a textbook. - Dnepropetrovsk: DDUVS, 2013. - 60 p., Ill.)*

### **Recommended literature for Topic 12:**

1. Information systems and technologies : textbook / О. Pushkar, К. Sibilyev. – Kh. : Publishing House of KhNUE, 2015. – 264 p.
2. Information Systems for Business and Beyond. DAVID T. BOURGEOIS. Pressbooks – 2019 – 327 p.
3. Інформаційне забезпечення юридичної діяльності: підручник / кол. авт.; ред. В.Б. Вишня. - Дніпро: Дніпропетровський державний університет



- внутрішніх справ, 2018. - 245 с. (Information support of legal activity: textbook / col. avt .; ed. V.B. Vyshnia. - Dnipro: Dnipropetrovsk State University of Internal Affairs, 2018. - 245 p.)
4. Behrouz Forouzan Foundations of Computer Science/ Cengage Learning EMEA Cheriton House, North Way, Andover, Hampshire, SP10 5BE United Kingdom - 2018 - 706 p.
  5. Introduction to Information Technology. The Institute of Chartered Accountants of Pakistan. / First edition published by Emile Woolf International Bracknell Enterprise & Innovation Hub Ocean House, United Kingdom – 2013 – 466 p.
  6. Information Systems and Technology for Managers and Entrepreneurs Written by Jae K. Shim - [http://icourseplayer.360training.com/courses/course1551/pdf/IS-IT\\_PDF1\\_FTC.pdf](http://icourseplayer.360training.com/courses/course1551/pdf/IS-IT_PDF1_FTC.pdf)
  7. Management Information Systems. Kenneth C. Laudon New York University Jane P. Laudon Azimuth Information Systems, Prentice Hall Boston, 2015. – 677 p. - <https://www.pdfdrive.com/management-information-systems-managing-the-digital-firm-d20208449.html>
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  13. Лізунов П. П., Івлева Н. П., Васильєва Г. Л. Інформаційні системи в менеджменті: навчальний посібник. – К.: КНУБА, 2010. –128 с. (*Lizunov PP, Ivleva NP, Vasilieva GL Information systems in management: a textbook. - K .: КНУБА, 2010. –128 с.)*
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## **QUESTIONS FOR THE FINAL ASSESSMENT**

### **I Semester**

1. Preparation of the text of the title document - sample.
2. Format the document according to the example.
3. Preparation of the text of a copy of a complex document - a sample.
4. Format the document according to the example.
5. Sharing the document
6. Preparation of the table, insertion into the document - a sample.
7. Format the document according to the example.
8. Preparation of the drawing, insertion into the document - a sample.
9. Format the document according to the example.
10. Perform tasks on sorting the list, changing the information in the list and more.
11. Process the data using the Date and Time function in the list.
12. Insert a map into the document and build graphs.
13. Process the data using the Date and Time function in the list.
14. Perform data processing using the text functions in the list.
15. Insert a map into the document and build graphs.
16. Functions and classification of text preparation systems. General concepts of text editing. Microsoft Word processor for Windows.
17. The structure of the Microsoft Word processor window.
18. Document windows. Entering and editing text. Select a piece of text.
19. Create the simplest document in the word processor Word.
20. Basic techniques for copying and pasting text objects.
21. Preparation of the text of the main document - sample.
22. Creating form fields and document protection. Save a document as a Word template.
23. Creating a specific legal document based on a secure template with margins.
24. Creating a master document - a sample.
25. Construction of a data source.
26. Placement of data fields.
27. Merge the main document with the table data.
28. Checking the correctness of the merger.
29. Using the results of the merger (sending to a new document, printer, e-mail) with saving in a separate file.
30. The use of automation of the preparation of serial business documents on the basis of mergers.
31. Creating a template for the main document.
32. Creating a source for merging.

- 33.The use of automation of the preparation of serial business documents on the basis of mergers.
- 34.Using the Mailing Tool
- 35.Creating a template for the main document.
- 36.Creating a source for merging.
- 37.Placing data fields in the document template. Add fields.
- 38.Mailing Wizard panel.
- 39.Merger master. Master of serial mailing.
- 40.Creating a serial document.
- 41.Making changes to part of the letters, saving and printing a serial document.
- 42.The concept of an Excel list.
- 43.Import from the Internet or create a list in an MS Excel worksheet.
- 44.Perform tasks to sort the list, to change the information in the list and more.
- 45.Add new information to the list.
- 46.Perform tasks to search for information in the list.
- 47.Using lists. Data analysis.
- 48.Processing lists using the form.
- 49.Application of autofilters for list analysis.
- 50.Formation of intermediate results. Working with forms
- 51.The concept of local and distributed databases in the legal field. Features of the database in the legal field.
- 52.Technology of realization of tasks in the professional field by means of MS Excel.
- 53.Creating lists.
- 54.Operations with data in the list.
- 55.Sorting.
- 56.Search for information.
- 57.The concept of filter. Creating filters.
- 58.The concept of information consolidation.
- 59.Import information into MS Excel from the Internet.
- 60.Automation of user actions in MS Word using macros.
- 61.Create MS Word macros using the Macro Record tool.
- 62.Create custom buttons and toolbars.
- 63.Creating a macro using a recording tool.
- 64.Creating macros to automate the processing of complex sequential actions in MS Word.
- 65.Saving macros.
- 66.How to remove macros.
- 67.Changing macros.
- 68.Create menu buttons to execute macros.
- 69.Know the basics of Google applications, their purpose and characteristics.
- 70.Be able to use Google applications in the practical activities of the manager.
- 71.Know the features of working with cloud technologies.
- 72.Know and apply Google services in the practice of the manager.
- 73.Google Mail, Google Drive.
- 74.Google Maps. Google Books.

- 75. Google Calendar.
- 76. Interactive group work.

## **II Semester**

1. Basic concepts and tools of PowerPoint and Google Presentations
2. Create a presentation based on existing templates.
3. View modes. Work in normal mode.
4. Add a new slide. Work in the dialog box with a set of auto-markup.
5. Add speaker notes. Slide mode, edit slide objects.
6. Structure mode. View the content of the presentation. Structure toolbar. Complement the presentation with slides.
7. Structure mode. View the content of the presentation. Structure toolbar. Complement the presentation with slides.
8. Work with several levels of lists. Create a final slide. Creating a basic presentation structure using the AutoContent Wizard. Work in slide sorter mode.
9. Rearrange and copy slides. Sorter toolbar. Add and remove slides.
10. Move slides between presentations. Design template and color scheme. Slide formatting.
11. Creating text objects. Move and scale objects. Zoom objects. Edit a slide sample. Creating footers.
12. Creating graphic objects. Creating an organizational chart. Preparing a presentation for publication. Organize transitions between slides.
13. Animation of objects. Hide slides. Timing of the report. Launch a slide show.
14. The concept of intelligence technology
15. Basic principles of creating intelligence maps
16. Creating a smart card project using computerless technology (manually)
17. Online services for creating Mind Maps.
18. Using the Google online service.
19. Using the online service Mind42
20. Using the online Google service.
21. Basic principles of creating smart cards
22. Creating a Mind Maps project using computerless technology (manually)
23. Know the advantages and disadvantages of using intelligence cards in the activities of the manager.
24. Know the basic principles of creating smart cards.
25. Online services for creating intelligence maps.
26. Features and tools for analytical work with information in MS Excel.
27. Use of functions, automation of calculations.
28. Using the Solution Search tool. Solving optimization problems of different types
29. Use of functions, automation of calculations.
30. Using the Solution Search tool. Solving optimization problems of different types
31. Solving problems of linear optimization.
32. Use of functions, automation of calculations.

- 33.Using the Solution Search tool. Solving optimization problems of different types
- 34.3. Solving problems of nonlinear optimization.
- 35.Designing a relational database.
- 36.Creating a relational database.
- 37.Working with a relational database.
- 38.Data types.
- 39.Creating relationships between tables.
- 40.Types of relationships between tables.
- 41.Filling in tables, field formats of the constructed database.
- 42.Properties of table fields.
- 43.Key fields.
- 44.Designer of tables when working with a relational database.
- 45.The size of the field. Input mask.
- 46.Search, replace data in the table.
- 47.Add rows, fields, columns to the table.
- 48.Delete rows, fields, columns from the table.
- 49.Creating filters.
- 50.Sorting in ascending, descending order.
- 51.Complex filters.
- 52.Skills to be developed in the course of the class:
- 53.Be able to perform search, replace data in the table.
- 54.Be able to add rows, fields in the table.
- 55.Be able to create filters.
- 56.Be able to perform sorting in ascending, descending order.
- 57.Be able to create complex filters.
- 58.Create a query using the Query Wizard and the Query Designer.
- 59.Execution of the request.
- 60.Create simple conditions for the query in the table.
- 61.Creating complex conditions for the query in the table.
- 62.Cross-queries.
- 63.Use the Expression Builder for a complex query.
- 64.Complex calculations with calculations using the Expression Builder.
- 65.Application of functions in calculations.
- 66.Construction of graphs.
- 67.Creating a form for the constructed table.
- 68.Creating a Form Designer.
- 69.Application of the Form Wizard.
- 70.Navigation in forms.
- 71.Work with other types of forms.
- 72.Create a report for tables.
- 73.Application of the Report Designer.
- 74.Creating headers in forms. Logos.
- 75.Grouping data.
- 76.Work with the control panel in the forms.
- 77.Report Wizard.

- 78.Stickers.
- 79.Creating charts.
- 80.Creating a macro in the built database.
- 81.Commands, operators to create a macro.
- 82.Macro editing.
- 83.Run the macro for execution.
- 84.Checking the macro.