

Документ подписан простой электронной подписью
Информация о владельце:
ФИО: Ястребов Олег Александрович
Должность: Ректор
Дата подписания: 14.07.2025 12:48:19
Уникальный программный ключ:
ca953a0120d891083f939673078ef1a989dae18a

Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE
LUMUMBA
RUDN University

Law Institute, Educational-scientific Institute of comparative educational policy
educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

Computer Science

course title

Recommended by the Didactic Council for the Education Field of:

40.03.01. Law

field of studies / speciality code and title

The course instruction is implemented within the professional education programme of higher education:

Bachelor of Laws (LLB)

higher education programme profile/specialisation title

1. COURSE GOAL(s)

The purpose of studying computer science is to provide students with the necessary knowledge about the subject, about technical and software tools for implementing information processes, mastering the principles and methods of solving various tasks on personal computers using modern software, including those related to data processing using standard software packages.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the course is aimed at the Bachelor's students' formation of the following competencies (part of competencies):

Table 2.1. List of competences that students acquire through the course study

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-12	Can find the necessary information sources and data, comprehend, analyze, memorize and transfer information using digital devices and algorithms, use various types of information from different sources to solve problems in an efficient way; evaluates the information, its authenticity, infer and deduct based on the input data and information	GC-12.1. Searches for the necessary information sources and data, comprehends, analyzes, memorizes and transfers information using digital devices and algorithms, uses various types of information from different sources to solve problems in an efficient way
		GC-12.2. Evaluates the information, its authenticity, infers and deducts based on the input data and information
GPC-8	Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal databases, to complete specific professional tasks using information technology and considering information security requirements.	GPC-8.1. Can obtain relevant legal information from various sources, including legal databases, processes and arranges it based on the goal
		GPC-8.2. Uses information technology to complete specific professional tasks
		GPC-8.3. Demonstrates the readiness to complete professional tasks while considering information security requirements.
GPC-9	Can understand the principles of modern information technology and use them to complete professional tasks.	GPC-9.1. Is aware of modern hardware and software and knows the principles, based on which they operate
		GPC-9.2. Knows how to choose modern technology necessary to solve specific professional problems
		GPC-9.3. Has mastered the skills of using modern technology necessary to solve specific professional problems.

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The course refers to the core/variable/elective* component of (B1) block of the higher educational programme curriculum.

* - Underline whatever applicable.

Within the higher education programme students also master other (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the course study.

Table 3.1. The list of the higher education programme components/disciplines that contribute to the achievement of the expected learning outcomes as the course study results

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
GC-12	Can find the necessary information sources and data, comprehend, analyze, memorize and transfer information using digital devices and algorithms, use various types of information from different sources to solve problems in an efficient way; evaluates the information, its authenticity, infer and deduct based on the input data and information		Theory of State and Law Foundations of Economics and Management Foundations of Rhetoric and Communication Legal Design Legal Tech: Advanced Course Interdisciplinary Course Paper Bachelor Thesis Defence
GPC-8	Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal databases, to complete specific professional tasks using information technology and considering information security requirements.		Information Technologies in Legal Practice (Fundamentals of Legal Tech) Foundations of Rhetoric and Communication Constitutional Law Administrative Law Basic Provisions of Civil Law Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights Law of Obligations. Tort Law Contract Law Intellectual Property Law. Inheritance Law Family Law Criminal Law Criminal Procedure and Forensic Science Financial Law and Tax Law Environmental Law and Land Law Labor Law International Private Law Commercial Law and Corporations

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
			Comparative Constitutional Law and Justice Comparative Criminal Law Comparative Administrative Law and Justice Comparative Civil and Commercial Law Comparative Criminal Procedure Comparative Civil Procedure Comparative Financial and Tax Law Educational Internship Work Experience (Investigation-Prosecution) Internship Work Experience (Judicial) Internship Work Experience (Pre-graduation) Internship Bachelor Thesis Defence
GPC-9	Can understand the principles of modern information technology and use them to complete professional tasks.		Information Technologies in Legal Practice (Fundamentals of Legal Tech) Educational Internship Work Experience (Investigation-Prosecution) Internship Work Experience (Judicial) Internship Work Experience (Pre-graduation) Internship Bachelor Thesis Defence

* To be filled in according to the competence matrix of the higher education programme.

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

1) The total workload of the course is 2 credits (72 academic hours).

Table 4.1. Types of academic activities during the periods of higher education programme mastering (**full-time training**)*

Type of academic activities	Total academic hours	Semesters/training modules			
		1	2	3	4
Contact academic hours	16	-	16		
Seminars (workshops/tutorials) (S), lab work (LW)	16	-	16		
Self-studies	22	-	22		
Evaluation and assessment	18	-	18		

Type of academic activities		Total academic hours	Semesters/training modules			
			1	2	3	4
<i>(exam/passing/failing grade)</i>						
Course workload	academic hours	72	-	72		
	credits	2	-	2		

5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

Course module title	Course module contents (topics)	Academic activities types
OFFICE 365 CORPORATE SERVICE	Service architecture, General Settings, Access Policies	LW
	Outlook, Calendar, Users	LW
	OneDrive, Teams	LW
MICROSOFT WORD 2019 TEXT EDITOR	General Settings	LW
	Typing rules	
	Page Parameters	LW
	Formatting paragraphs	
	Markers, lists, numbers	LW
	Graphic objects	LW
	Tables	
	Corrections and notes	
	Templates	LW
MICROSOFT EXCEL 2019 SPREADSHEET PROCESSOR	Styles, headings, table of contents	
	Links	LW
	Merging documents	
	General information	LW
	Cell format	
	Addressing	
	Formulas and functions	LW
MICROSOFT POWERPOINT 2019 PRESENTATION PREPARATION PROGRAM	Charts	LW
	Sorting	LW
	Filters	
	Summary tables	LW
	Connecting to external sources	LW
	General information	LW
	Slide Parameters	
	Images	LW
	SmartArt	
	Tables	
	Animation	LW
	Recommendations	

* - to be filled in only for **full**-time training: LC - lectures; LW - lab work; S - seminars.

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Classroom equipment and technology support requirements

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for coursestudy (if necessary)
Lecture	A lecture hall for lecture-type classes, equipped with a set of specialised furniture; board (screen) and technical means of multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi Microsoft 365/ Microsoft Office 2016/ Microsoft Office 2019
Lab work	A classroom for laboratory work, individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and machinery.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi Microsoft 365/ Microsoft Office 2016/ Microsoft Office 2019
Seminar	A classroom for conducting seminars, group and individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and technical means for multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi Microsoft 365/ Microsoft Office 2016/ Microsoft Office 2019
Computer Lab	A classroom for conducting classes, group and individual consultations, current and mid-term assessment, equipped with personal computers (in the amount of 30 pcs), a board (screen) and technical means of multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi Microsoft 365/ Microsoft Office 2016/ Microsoft Office 2019
Self-studies	A classroom for independent work of students (can be used for seminars and consultations), equipped with a set of specialised furniture and computers with access to the electronic information and educational environment.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi Microsoft 365/ Microsoft Office 2016/ Microsoft Office 2019

* The premises for students' self-studies are subject to **MANDATORY** mention

7. RESOURCES RECOMMENDED FOR COURSE STUDY

Main readings:

1. Isaac, M.P. Calculations, graphs and data analysis in Excel 2010. Tutorial / M.P. Isaac. - St. Petersburg: Science and Technology, 2013. - 352 p.
2. Bill Jelen, Michael Alexander. Pivot tables in Microsoft Excel 2013. Williams Publishing House, 2017.– 448 p.
3. Kozlov, A.Yu. Statistical data analysis in MS Excel: Textbook / A.Yu. Kozlov, V.S. Mkhitaryan, V.F. Shishov. - M.: INFRA-M, 2013. - 320 p.
4. Konrad Karlberg. Business analysis using Excel. Williams Publishing House, 2015.– 576 p
5. Mirkin, B.G. Introduction to data analysis: Textbook and workshop / B.G. Mirkin. - Lyubertsy: Yurayt, 2016. - 174 p.
6. Kuleshova O.V., Microsoft Excel 2010. Advanced features. Solving practical problems. Computer Training Center "Specialist", 2012

Additional readings:

1. Goryainova E.R. Applied methods of statistical data analysis: Textbook / E.R. Goryainova, A.R. Pankov, E.N. Platonov. - M.: HSE Publishing House, 2012. – 310 p.
2. Leskovets, Yu. Analysis of large data sets / Yu. Leskovets, A. Rajaraman. - M.: DMK, 2016. - 498 p.
3. Tyurin, Yu.N. Data analysis on a computer: Textbook / Yu.N. Tyurin, A.A. Makarov; Scientific editor V.E. Figunov. - M.: ID FORUM, 2013. - 368 p.

Internet sources

- EBS RUDN and third-party EBS, to which university students have access on the basis of concluded contracts:
- Electronic library system of RUDN – EBS RUDN <http://lib.rudn.ru/MegaPro/Web>
- EBS "University Library online" <http://www.biblioclub.ru>
- ABS Yurayt <http://www.biblio-online.ru>
- EBS "Student Consultant" www.studentlibrary.ru
- EBS "Doe" <http://e.lanbook.com/>
- EBS "Trinity Bridge"

2. Databases and search engines:

- electronic foundation of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search engine [https:// www .yandex.ru/](https://www.yandex.ru/)
- Google search engine <https://www.google.ru/>
- Scopus abstract database <http://www.elsevierscience.ru/products/scopus/>

*Training toolkit for self- studies to master the course *:*

* The training toolkit for self- studies to master the course is placed on the course page in the university telecommunication training and information system under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION

The assessment toolkit and the grading system* to evaluate the competences formation level (competences in part) upon the course study completion are specified in the Appendix to the course syllabus.

* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

DEVELOPERS:

**Head of the Department of
Information Technology in
Continuing Education**

position, department

signature

V.V.Shevtsov

name and surname

position, department

signature

name and surname

HEAD OF EDUCATIONAL DEPARTMENT:

**Head of the Department of
Information Technology in
Continuing Education**

name of department

signature


V.V.Shevtsov

name and surname

HEAD OF HIGHER EDUCATION PROGRAMME:

Head of Law Institute

position, department



signature

S.B. Zinkovsky

name and surname