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Reviewers:

the candidate of sciences, the senior lecturer **T. N. Novikova**,
the doctor of economical sciences, professor **A. V. Shuvaev**
(Stavropol Agricultural State University)

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The manual is made according to requirements of the Federal state educational standard of the higher vocational training of the Russian Federation. In the given manual bases of computer science and information technologies, structures and functioning of information networks are considered. The big attention is given to the information technology, electronic office, Internet-technology. The basic data on tendencies of computer technics, information technologies development contain.

The manual is directed on formation of a set common cultural and professional knowledge the future bachelor in technical directions of preparation. It is recommended for students of engineering specialties of NCFU, and also for students, post-graduate students, the teachers studying informatics and information technologies.

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The authors:

Professor, Department of Informatics **V. I. Lebedev**
associate Professor of Informatics **I. V. Lebedeva**

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