



**Institute of Electronics and Telecommunications under the
Kyrgyz State Technical University named after I. Razzakov
International Telecommunication Union**



«CONNECT A SHCOOL, CONNECT A COMMUNITY» INITIATIVE

**EVALUATION REPORT
of the short term courses on
«COMPUTER SKILLS COURSES FOR AIYL OKMOTU EMPLOYERS»**

07.04.2014- 11.04.2014

Teachers Staff:

G.Karimova

signature

Course manager:

A.Sadyrbaeva

signature

Bishkek- 2014

I. GENERAL INFORMATION

PROJECT	«CONNECT A SCHOOLS, CONNECT A COMMUNITY»
Main idea:	Increase access to information and communication technologies, training in modern information technologies and improvement of aiyl okmoty employers' skills.
Objective:	To organize short term courses for aiyl okmoty employers on infocommunication technologies.
COURSE NAME:	Short term courses «COMPUTER SKILLS COURSES FOR AIYL OKMOTU EMPLOYERS»
Main idea of course:	<p>The purpose of this course is to teach the aiyl okmoty employers to operate productively in the information space of the Internet to achieve their communication, technical skills during the republic's transition to e-government..</p> <p>The program content is focused on improving the experience of the use of ICT technologies to solve professional problems: Introduce the types of web sites, their functional, structural and technological features;</p> <ul style="list-style-type: none"> - to introduce the possibilities of application packages; - build skills working with online resources; - prepare for the introduction of e-governance in aiyl okmoty.
Expected results of training:	<p>As a result of this course participants should:</p> <p>to know:</p> <ol style="list-style-type: none"> 1) principles and structure of the "World Wide Web", the presentation of information on the Internet; 2) ways to work with the programs studied (Microsoft Office 2010); 3) network technologies; <p>be able to:</p> <ol style="list-style-type: none"> 1. find, save and organize the necessary information from the network using available technologies and software; 2. have the skills to work with different browsers (IE, Opera, Firefox, Chrome, etc.) and finding information via the Internet; 3. use of the software in their daily work and prepare the electronic document; 4. work with network technologies; <p>Successful learning in this course provides a solid foundation for further study of infocommunication technologies.</p>

DATE OF COURSE:			
<i>Start Date:</i>	07.04.2014		
<i>The End Date:</i>	11.04.2014		
<i>Duration:</i>	5 days		
<i>Evaluation Date:</i>	11.04.2014		
Project Manager:	Director of Institute	signature	Prof. B.Nurmatov
Course Staff :	Course Manager	signature	A. Sadyrbaeva
	Senior Lecturer	signature	G. Karimova

II. COURSE CONTENT

2.1. Technical environments for training

Courses were organized for aiyl okmoty employers from Karakol region of the Kyrgyz Republic. Classes were held in school named after Toktogul Sarylganov, which has a modern material and technical base, equipped with multimedia classrooms and a computer with Internet access.

2.2. Course program

CONTENT

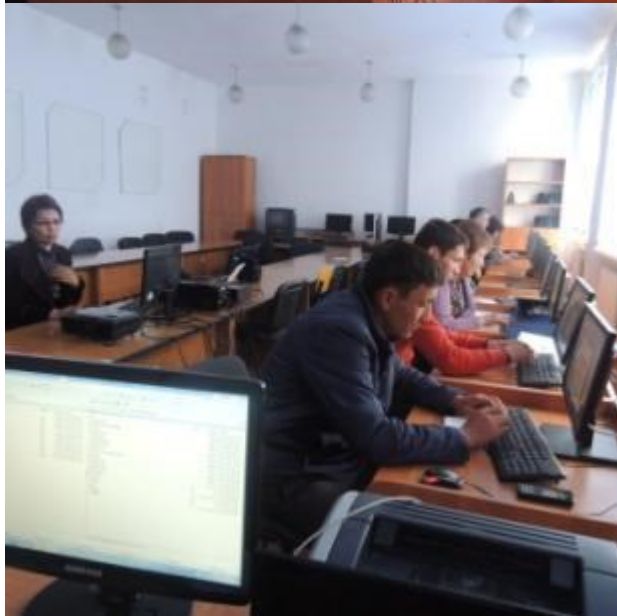
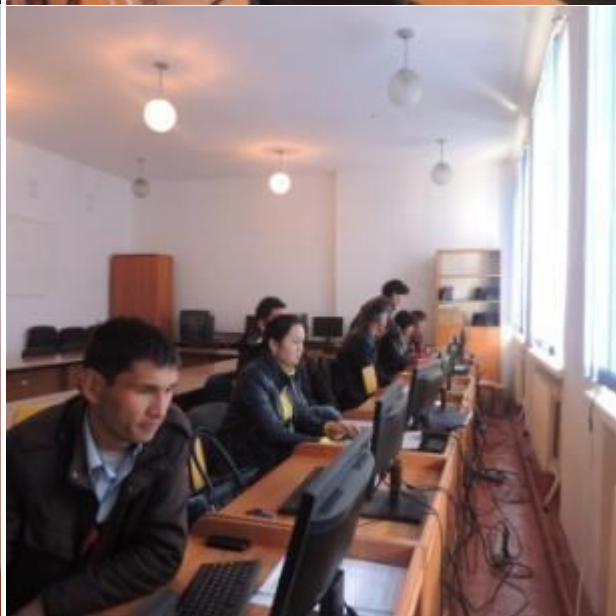
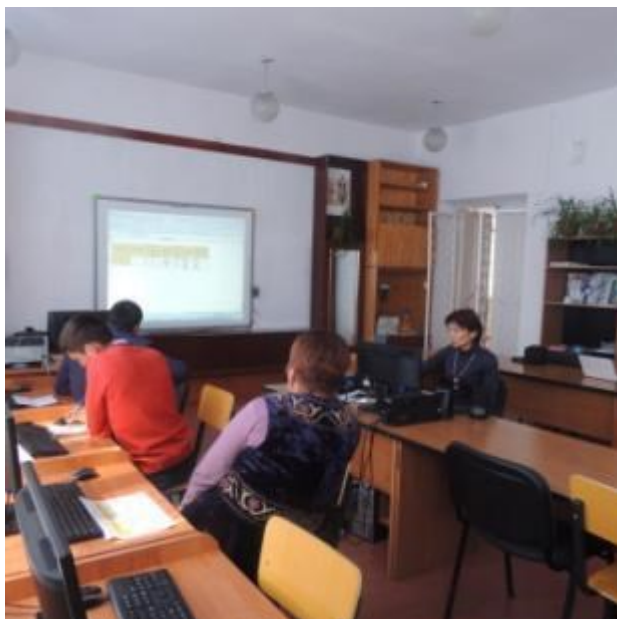
1 st day		
Time	Themes	Used materials and responsible person
9.00-9.20	Welcoming, training, greeting. Testing the level of knowledge	Presentation
9.20-10.30	Classification of software. Operating Systems. OS Windows. New or modern possibilities MSOffice 2007/2010. MicrosoftOfficeWord2007/2010. <ul style="list-style-type: none">– Formatting texts.– Creating and modify lists.– Styles. Application, creating, changing, deleting styles.– Insert objects. Formatting and color settings of image. Insert screens shots into the screen. Adding name of object in documents.– Correcting formulas.– Work with the content, pointer. Creating and updating content– Work with tables. Sorting methods of the contents of table	Presentation
10.30-11.00	Coffee-break	
11.00-12.30	MicrosoftOfficeWord2007/2010. <ul style="list-style-type: none">– Merge documents. Merge procedure, using merge master.– Protecting to open documents or recording changes– Works with forms and templates. Creating forms and adding elements of control– Work with web-documents. Insert hyperlinks for replacing in the documents. Insert hyperlinks to another document. Insert hyperlinks to the web-page, saving Word documents as web-page– Creating PDF document.	Presentation
12.30-13.30	Lunch	
13.30-15.00	Review class materials Task	Handouts Video lessons
15.00-15.30	Coffee-break	
15.30-16.30	Microsoft Office Excel 2007/2010. <ul style="list-style-type: none">– Books and work lists.– Coping and replacing the formulas.Relative, absolute, and mixed references. Completion of formulas and functions.– Calculations using functions.– Sort data. Filtering data.	Presentation

	<ul style="list-style-type: none"> – Creating and editing diagrams. Application layout and chart style. New look for charts. 	
16.30-17.00	Review class materials Task	Handouts
2nd day		
9.00-9.30	Review of previous days' materials	
9.30-10.30	Microsoft Office Excel 2007/2010. <ul style="list-style-type: none"> – Calculating Totals consolidation and structuring of data. Adding subtotals – PivotTables. Create a PivotTable. Changes in the structure of the PivotTable. Filtering and sorting in the summary table 	Presentation
10.30-11.00	Coffee-break	
11.00-12.30	Microsoft Office Excel 2007/2010. <ul style="list-style-type: none"> – Protection to a workbook. Protecting cells and formulas. Hiding formulas. – Data Analysis. 	Presentation
12.30-13.30	Lunch	
13.30-15.00	Review class materials Task : to create a "flat" database in Microsoft Office Excel 2007/2010.	Handouts Video lessons
15.00-15.30	Coffee-break	
15.30-16.30	Microsoft Office Power Point 2007/2010. <ul style="list-style-type: none"> – Presentation Views. – Application Topics. Components. – Adding animation, sound and video. Adding animation to objects slide (text, charts, etc.). Setting effects animations. Adding animation paths to objects move, set up and use 	Presentation
16.30-17.00	Review class materials Task Presentation, discussion of created presentations	Handouts Video lessons
3rd day		
9.00-9.30	Review of previous days' materials	
9.30-10.30	<ul style="list-style-type: none"> – Application and setting transition effects between slides. Creating transitions using three-dimensional animation effects (new in 2010) – Inserting sound and movies. Sound when transition animation between slides. Insert the sound file. Setting the sound. 	Presentation
10.30-11.00	Coffee-break	
11.00-12.30	Review class materials Task	Handouts Video lessons
12.30-13.30	Lunch	
13.30-15.00	<ul style="list-style-type: none"> – The conversion to a video presentation (new in 2010) – Using the projector. Connecting the projector to a computer. Remote control of the presentation. Using two monitors. – Computer networks. The main components of the network. – Physical addressing. Logical addressing. The structure of IP-address, subnet mask. – Assigning static and dynamic address – Bases network diagnostics. 	Presentation
15.00-15.30	Coffee-break	

15.30-16.30	Introduction to Internet resources <ul style="list-style-type: none"> - What is the Internet and how to connect to it. - Bots. Description of the major search engines and their comparative characteristics. Digital libraries. - Cybersecurity - Security Essentials - Sources of Threats - Security Policy 	Presentation
16.30-17.00	Review class materials Task	Handouts Video lessons
4th day		
9.00-9.30	Review of previous days' materials	
9.30-10.30	<ul style="list-style-type: none"> - Fundamentals email. - Sending documents by e-mail. 	Presentation
10.30-11.00	Coffee-break	
11.00-12.30	<ul style="list-style-type: none"> - Use of mailing lists. Benefits lists. - Spam. Antispam. 	Presentation
12.30-13.30	<i>lunch</i>	
13.30-15.00	Review class materials Task: Create a presentation on a particular subject	Handouts Video lessons
15.00-15.30	Coffee-break	
15.30-17.00	Creating presentations in the online environment. Prezi <ul style="list-style-type: none"> - Registration - Structure - Insert the objects. 	
5th day		
9.00-9.30	Review of previous days' materials	
9.30-10.30	<ul style="list-style-type: none">- Setting the slide show. Customize animation effects.	Presentation
10.30-11.00	Coffee-break	
11.00-12.30	Presentation, discussion of presentations created in Prezi	
12.30-13.30	<i>lunch</i>	
13.30-15.00	Testing, survey	
15.00-16.00	Rewarding the Certificate	

There were 2 Coffee Breaks where participants could ask teachers and discuss about class and exchange experience between each other.

All practical and theoretical classes' tutorials were printed and provided to course students, also were shared soft copies of video class materials (see Appendix 2).



On the end of class all participants were tested by test program for knowledge level checking where questions relate with program topics.

Comment Book was created for course participants. Each student should leave opinion about course and give own suggestion according course, teachers, teaching methods and organization of training.

Results of the survey at the beginning of the course

№ п/п		You are using a computer in a professional activity?			Which of the following software you use most often?			Specify which browser you use most often?					How do you rate your level of knowledge to use the software?		Do you know how to use network technologies?	
		Yes	Sometimes	No	MS Word	MS Excel	MS Power Point	Opera	Internet Exporer	Mozilla Firefox	Google Chrome	I do not use the Internet	Good	Not very good	I know how	do not know
1	Bakasov Maksat		+		+			+					+	+		+
2	Konurbaev Adilet		+		+			+						+		+
3	Matniyazova Raziya		+		+	+			+				+			+
4	Sadambekova Chinara	+			+							+		+		+
5	Tilekmanova Larisa	+			+			+	+					+		+
6	Isaev Rysbek		+		+				+					+		+
7	Kubатов Askat	+			+			+						+		+
8	Orozbekov Erlan	+			+	+						+		+		+
9	Tanyrykova Asel		+		+							+		+		+
	%	44,44%	55,56%	0,00%	100,00%	22,22%	0,00%	44,44%	33,33%	0,00%	0,00%	33,33%	22,22%	88,89%	0,00%	100,00%

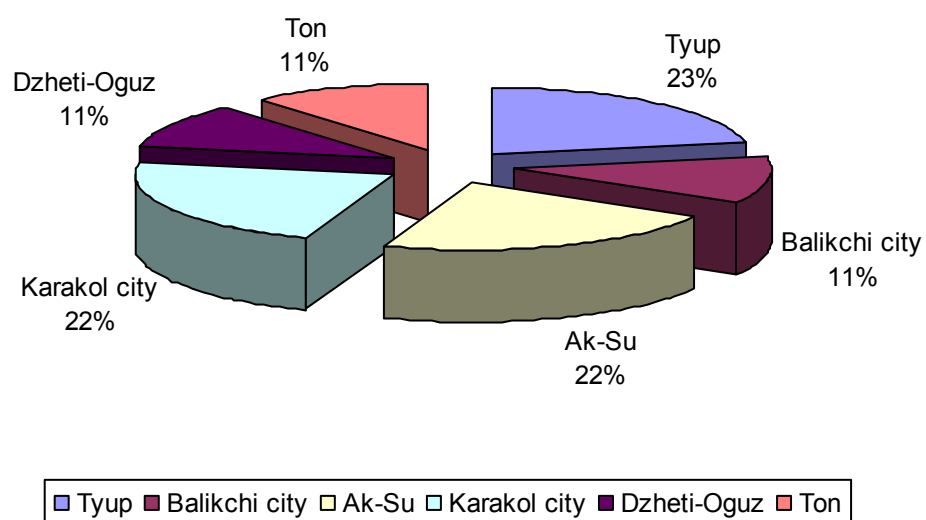
Results of the survey at the end of the course

N	What topics are not necessary for you, and what topics are you more like and want?	Are all the topics of the course have been passed?	You enjoyed the level of the course? Your opinion about the course	Do you want to participate in the course of the next level? If so, on what?
1	All themes are very necessary	Yes	I would like to continue these courses	Yes
2	All themes are very necessary	Yes	The course is held at a high level, it would be even better if conducted in Russian	Yes
3	All themes are necessary and useful for me	Yes	The course is held at a high level	Yes, I want to participate in courses on IT technologies
4	All themes are necessary and useful for me	Yes	I learned a lot, and want to participate in future courses of this level	Yes, I want to participate in courses on web technologies
5	All passed topics we really need	Yes	In a short time got a lot of useful information	Yes, I want to participate in courses on information security
6	All passed topics needed	Yes	We got a lot of useful information available on the Kyrgyz language	Yes
7	All themes are necessary and useful for me	Yes	The course is held at a high level	Yes, I want to improve knowledge on internet technologies
8	All passed topics we really need	Yes	The course is held at a high level	Yes, I want to participate in courses on network technologies
9	All themes are very necessary to us	Yes	I want to continue the course, as the course held at a high level	Yes, I want to participate in courses on information security

2.3. List of Participants

There were 9 aiyl okmotu employees from Issyk-Kul region of the Kyrgyz Republic and 4 of them were women:

№	District/city		Name
1	Tyup	Ak-Bulun	Orozbekov Erlan
2		Sary-Bulak	Bakasov Maksat
3	Balikchi city		Tilekmanova Larisa
4	Ak-Su	Chelpek	Isaev Rysbek
5		Otradnensky	Sadambekova Chinara
6	Karakol city		Matniyazova Raziya
7			Tanyrykova Asel
8	Dzheti-Oguz	Dzheti-Oguz	Kubatov Askat
9	Ton	Kok-Moinok	Konurbaev Adilet



III. COURSE TEST RESULTS

3.1. Testing exam

At the end of course participants was tested according passed tutorials. All result papers attached in *Appendix 3*.

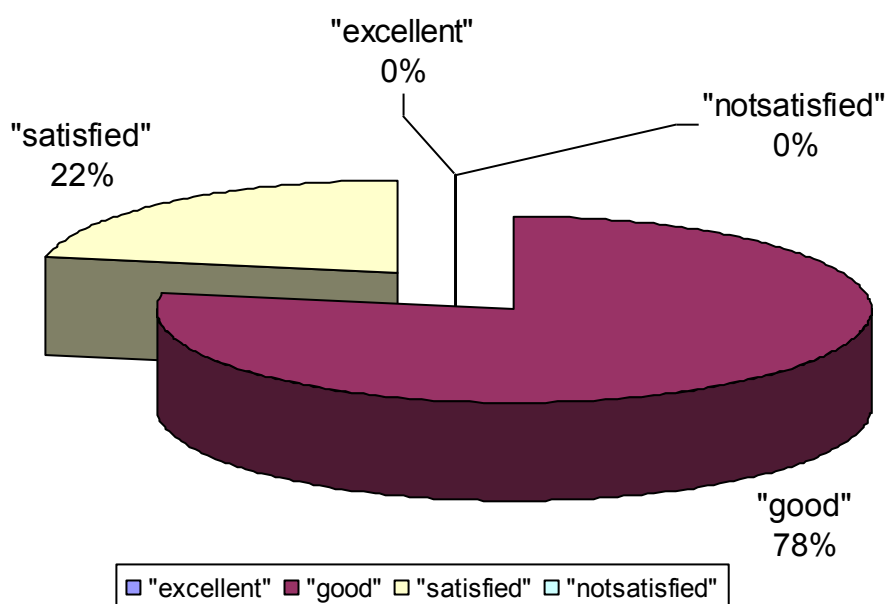
Exam Sheet № _____

Exam Data: 11.04.2014

N	First, Surname	Number of correct answers	Number of incorrect answers	Percent age of correct answers	Grade
1	Bakasov Maksat	18	7	72%	4
2	Konurbaev Adilet	17	8	68%	3
3	Matniyazova Raziya	15	10	60%	3
4	Sadambekova Chinara	23	2	92%	4
5	Tilekmanova Larisa	18	7	72%	4
6	Isaev Rysbek	21	4	84%	4
7	Kubатов Askat	18	7	72%	4
8	Orozbekov Erlan	18	7	72%	4
9	Tanyrykova Asel	20	5	80%	4
	Average	18,66	6		4

Total: 9

"excellent"	0	0%
"good"	7	78%
"satisfied"	2	22%
"notsatisfied"	0	0%



Test program was installed on every participant's computer and test time was 40 min. After completing test everybody could see own results automatically. Here test paper number, name, surname of tested person, questions and answer, scores and finally amount of correct answers, and it percentage representation and grade. Tests result view:

ЭЛЕКТРОНИКА ЖАНА ТЕЛЕКОММУНИКАЦИЯЛАР ИНСТИТУТУ

ТЕСТТИН ПРОТОКОЛУ №__

Фамилиясы, аты,
атасынын аты

Кубатов Аскат

Датасы

11.04.2014

Окулган курс

Инфокоммуникационные технологии

№	Суроо жана ага берилген жооп	Баллы
1	Дискти дефрагментациялоо эмне учун колдонулат? <i>Дисктин ар разделде жайгашкан маалыматтарын чогултат</i>	1
2	MS Power Pointтин кайсы версиясында файлды видеофайлга айландуу мүмкүнчүлүгү бар? <i>Баарында</i>	0
3	Кайсынысы тармактык тузулуш болуп саналат? <i>Маршрутизатор, коммутатор, модем, концентратор</i>	1
4	Маалыматтарды фильтрлоо - бул ... <i>Маалыматтарды кандайдыр бир критерий боюнча тандоо</i>	1
5	Программалардын кайсынысын видеосабак тузууга колдонууга болот? <i>FastStone Capture</i>	1
6	MS Wordдо объектилерди топтоштуруу (группировка) эмне учун колдонулат? <i>Бир нече графикалык объектилерди бириктирүү үчүн</i>	1
7	IP-адресин аныктоочу тармактык утилитас: <i>hostname</i>	0
8	Электрондук почта аркылуу ... <i>катка бир эле убакта бир нече файлды тиркеп жөнөтүүгө болот</i>	0
9	Томонку программалардын кайсынысын тесирлоо комплексин тузууга колдонууга болот? <i>Eke-Learning</i>	1
10	Экрандын сүрөтчөлөрүн (скриншот) көчүрүүнүн кайсы жолдору бар? <i>Ctrl+C</i>	0
11	Eke-Learning - ... <i>Электрондук окуу-методикалык материалдарды даярдоого арналган программа</i>	1
12	MS Excel программасында ячейкага киргизилген формулаларды өзгөртүүдөн сактоого болобу? <i>Болот</i>	1
13	MS Excel программасында абсолюттук шилтеме (ссылка) - ... <i>Ячейкадагы формуланы көчүргөндө ячейканын адресинин өзгөрбөй калышы</i>	1
14	Тармактагы компьютер менен байланышты кайсы утилитас текшерет? <i>ping</i>	1

№	Суроо жана ага берилген жооп	Баллы
15	Файлдын тиби жонундо маалыматты анын ... <i>Атынын акыркы белгиси билдирет</i>	0
16	Системдик программалык камсыздоо ... <i>Компьютердин ресурстарын башкаруу учун колдонулат</i>	1
17	Программалык камсыздоонун канча туру бар? <i>Баары туура</i>	0
18	Томондогу программалардын кайсынысы операциялык системалар болуп эсептелинет? <i>MS-DOS, MS Windows, MS Office, Corel Draw</i>	0
19	Тармактык негизги компоненталарды белгилегиле: <i>Түйүн, тармактык алын жүрүлүчү, тармактык түзүлүш, перифериялык түзүлүш</i>	1
20	Кайсынысы аркылуу электрондук почта ачууга болот? <i>Mail.ru</i>	1
21	Томондогу электрондук адресстердин кайсынысы туура жазылган? <i>mekter@mail.ru</i>	1
22	Томонку программалар компьютердин ресурстарын башкарууга арналган <i>Операциялык системалар, утилиталар</i>	1
23	Томондо берилген программалардын кайсынысы операциялык система же оболочка болуп саналат <i>MS DOS, UNIX, Windows-2000, Norton Commander</i>	1
24	Ячейкаларга шилтемелердин (ссылка) томонку турлору бар: <i>Баары туура</i>	1
25	Интернет тармагында кайсынысы маалыматты издөө системаларынын катарына кирет? <i>Google, Yandex, Rambler</i>	1

Туура жооптун саны 18

Туура эмес жооптун саны 7

Туура жооптун пайызы 72%

Баасы 4



Мугалимдин фамилиясы, аты, атасынын аты _____

On the end of course each participant express his own opinion about course and give own suggestion according course, teachers, teaching methods and organization of training. Teachers noted that courses were very useful and informative.

According test results participants got Certificates.

