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»

28.04.2014 - 02.05.2014 г.

Teachers Staff: A.Sarybaeva   *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:	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.. 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; - 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:	As a result of this course participants should: **to know:** 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; **be able to:** 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; Successful learning in this course provides a solid foundation for further study of infocommunication technologies.

DATE OF COURSE:	
Start Date:	*28.04.2014*
The End Date:	*02.05.2014*
Duration:	*5 days*
Evaluation Date:	*06.04.2014*

Project Manager:	*Director of Institute*	*signature*	Prof. B.Nurmatov
Course Staff :	Course Manager	*signature*	A. Sadyrbaeva
	Senior Lecturer	*signature*	A. Sarybaeva

II. COURSE CONTENT

2.1. Technical environments for training

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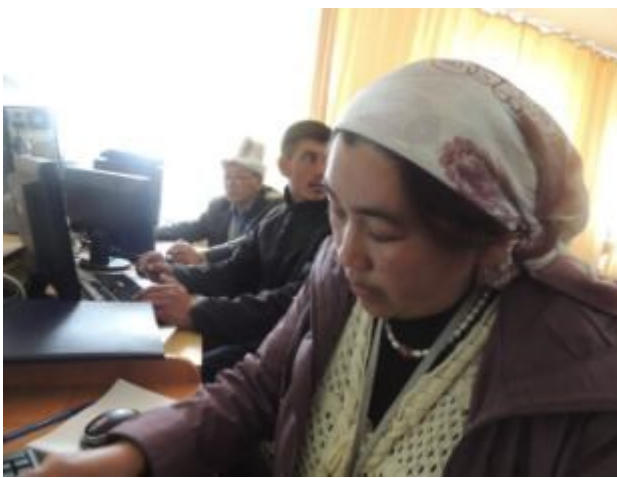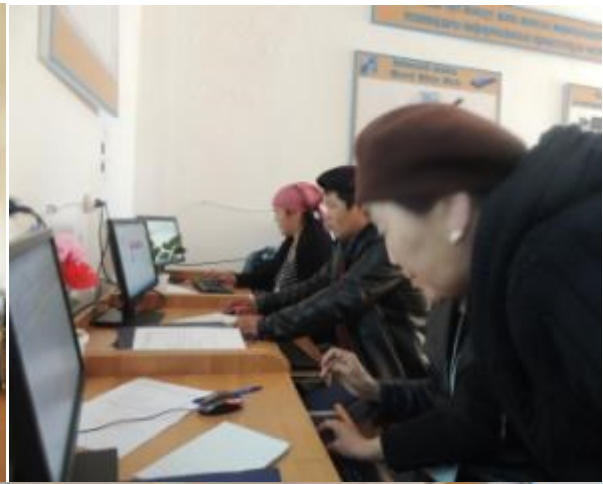
2.2. Course program

CONTENT

1st 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.** – 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.** – 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.** – 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. – Creating and editing diagrams. Application layout and chart style.	**Presentation**

	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.** – 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.** – 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-breake**	
15.30-16.30	**Microsoft Office Power Point 2007/2010.** – 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	– 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	– 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	**Presentation**

	- 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	
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	– Fundamentals email. – Sending documents by e-mail.	**Presentation**
10.30-11.00	**Coffee-break**	
11.00-12.30	- Use of mailing lists. Benefits lists. - Spam. Antispam.	**Presentation**
12.30-13.30	*lunch*	
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** – Registration – Structure – Insert the objects.	
5ᵗʰ day		
9.00-9.30	**Review of previous days' materials**	
9.30-10.30	– 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	*lunch*	
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	Абдрахманов Ишенбек	+			+			+						+		+
2	Адигинеева Дилбар		+			+		+						+		+
3	Асаналиева Нургул	+			+	+			+				+			+
4	Асанкожоев Журсунбек	+			+		+				+			+		+
5	Асылбаева Айнабубу	+			+			+	+					+		+
6	Баатыркулова Эльнура	+				+			+					+		+
7	Боскун кызы Кенжегул	+			+			+						+		+
8	Жанбаева Жаныл	+			+							+		+		+
9	Идирисова Жылдыз	+			+							+		+		+
10	Калчаева Рахима		+			+										+
11	Назарова Гулгаакы		+		+				+					+		+
12	Сулайманов Эркинбек		+		+							+		+		+
13	Сыдыков Суйунбек			+								+		+		+
14	Тынайбекова Айнура	+			+	+						+		+		+
15	Уркунчиева Айзат	+			+						+			+		+
	в процентах	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%

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? Ifso, onwhat?
1	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
2	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
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

10	All themes are very necessary	Yes	I would like to continue these courses	Yes
11	All themes are very necessary	Yes	The course is held at a high level, it would be even better if conducted in Russian	Yes
12	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
13	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
14	All themes are very necessary	Yes	I would like to continue these courses	Yes
15	All themes are very necessary	Yes	The course is held at a high level, it would be even better if conducted in Russian	Yes

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2.3. List of Participants

There were 15 aiyl okmotu employees from Naryn region of the Kyrgyz Republic and 11 of them were women:

№	District/city		Name
1	Ak-Tal	Kosh-Dobo	Adigineeva Dilbar
2		Ak-Tal	Baatyrkulova Elnura
3		Togolok Moldo	Urkunchieva Aizat
4	Naryn city		Idirisova Zhyldyz
5			Asankozhoev Zhursunbek
6			Zhanbaeva Zhanyl
7			Asanalieva Nurgul
8			Kalchaeva Rahima
9	Zhumgal	Chon-Dobo	Sydykov Suiunbek
10		Tugol-Sai	Abdrahmanov Ishenbek
11	Kochkor	Kum-Dobo	Tynaibekova Ainura
12		Ak-Kiya	Asylbaeva Ainabubu
13		Son-Kol	Sulaimanov Erkinbek
14	Naryn	Emgekchil	Boskun k Kenzhegul
15		Dobolu	Nazarova Gulgaaky
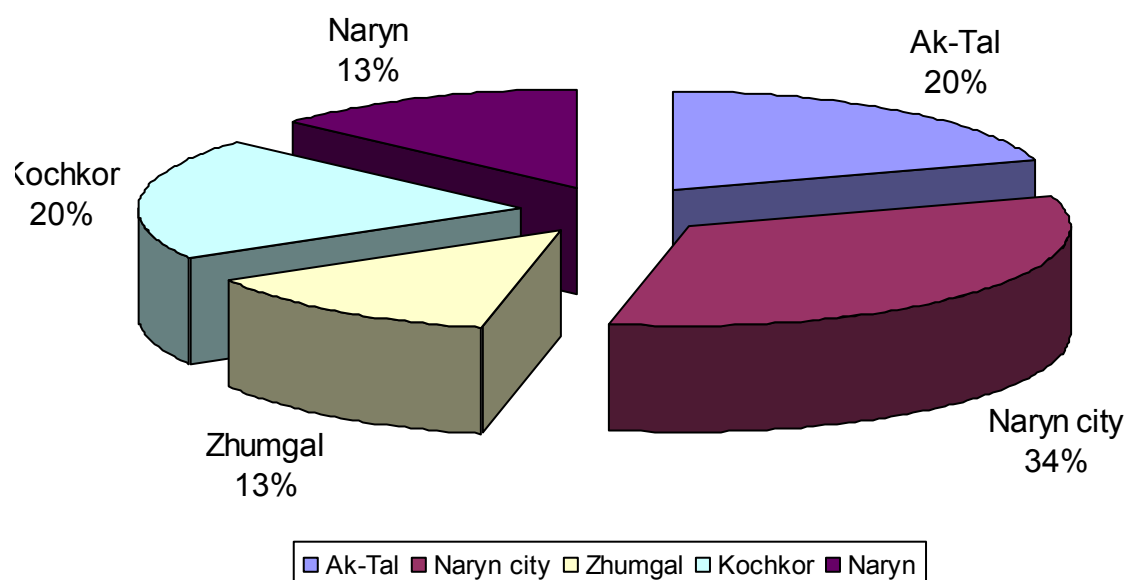
III. COURSE TEST RESULTS

3.1. Testing exam

At the end of course participants was tested according passed tutorials. All result papers attached in *Appendix 3.*
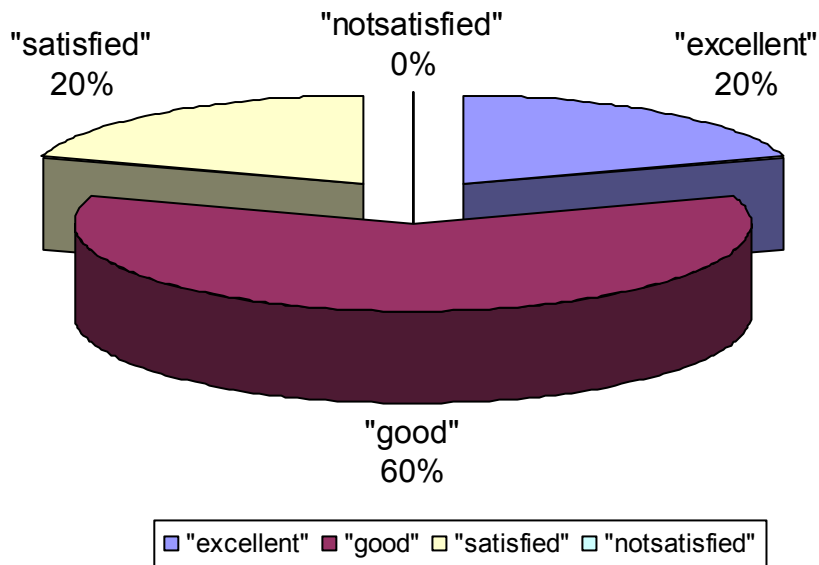
Exam Sheet № _____   Exam Data: _11.04.2014_

N	First, Surname	Number of correct answers	Number of incorrect answers	Percent age of correct answers	Grade
1	Abdrahmanov Ishenbek	18	7	72%	4
2	Adigineeva Dilbar	18	7	72%	4
3	Asanalieva Nurgul	19	6	76%	4
4	Asankozhoev Zhursunbek	18	7	72%	4
5	Asylbaeva Ainabubu	16	9	64%	3
6	Baatyrkulova Elnura	20	5	80%	4
7	Boskun k Kenzhegul	18	7	72%	4
8	Zhanbaeva Zhanyl	24	1	96%	5
9	Idirisova Zhyldyz	21	4	84%	4
10	Kalchaeva Rahima	19	6	76%	4
11	Nazarova Gulgaaky	17	8	68%	3
12	Sulaimanov Erkinbek	25	0	100%	5
13	Sydykov Suiunbek	20	5	80%	4
14	Tynaibekova Ainura	24	1	96%	5
15	Urkunchieva Aizat	17	8	68%	3
	Average	**19,6**	**5,4**	**78%**	**4**

Total: **9**

"excellent"	*3*	*0%*
"good"	*9*	*78%*
"satisfied"	*3*	*22%*
"notsatisfied"	*0*	*0%*

"satisfied"
20%

"notsatisfied"
0%

"excellent"
20%

"good"
60%

| □ "excellent" | ■ "good" | □ "satisfied" | □ "notsatisfied" |

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:

ТЕСТТИН ПРОТОКОЛУ №__

Фамилиясы, аты, атасынын аты	**Абдрахманов Ишенбек**
Датасы	**02.05.2014**
Окулган курс	**Инфокоммуникационные технологии**

№	Суроо жана ага берилген жооп	Баллы
1	MS Excelде кайсы формула туура жазылган? *=A3-$A2*	1
2	MS Worddo объектилерди топтоштуруу (группировка) эмне учун колдонулат? *Бир нече графикалык объектилерди бириктируу учун*	1
3	MS Worddo даярдалган документтин ичине MS Excel диаграммасын кайсы жол менен коюуга болот? *Меню Вставка - Объект -Диаграмма*	1
4	MS Excelде сапча жана мамычаларды кандайча жашырууга болот? *Тиешелуу сапча жана мамычаларды белгилеп алып, контексттик менюдан "Скрыть" командасын тандап*	1
5	Тармактагы компьютер менен байланышты кайсы утилита текшерет? *ping*	1
6	MS Excel де формула жазууда башка баракчанын ячейкаларына шилтеме жасоо учун … *= белгисин коюп же "вставить функцию" кнопкасын басып, тиешелуу баракчага откон сон ячейканы*	1
7	MS Excel программасында абсолюттук шилтеме (ссылка) - … *Ячейкадагы формуланы кочургондо ячейканын адресинин озгорбой калышы*	1
8	Томондогу электрондук адрестердин кайсынысы туура жазылган? *mektep@mail.ru*	1
9	Томонку программалардын кайсынысы Браузер болуп саналат? *Opera, Google Chrome, Mozilla Firefox*	1
10	Prezi - … *Он-лайн режиминде презентация даярдоого арналган программа*	1
11	Электрондук таблицада ячейканын аты … *Сапча жана мамычанын атынан тузулот*	1
12	MS Worddo даярдалган документ кандай кенейишке ээ? *.doc*	1
13	Берилген файлды архивдештируу учун … *контексттик менюдан "WinRar-добавить в архив" командасын тандайбыз*	1
14	Экрандын суротчолорун (скриншот) кочуруунун кайсы жолдору бар? *Баары туура*	0

№	Суроо жана ага берилген жооп	Баллы
15	MS Excelде формуланы берүү үчүн *Тиешелүү ячейкага "=" белгисин киргизип, формуланы жаза баштайбыз*	1
16	MS Excel программасында ячейкага киргизилген формулаларды озгортуудон сактоого болобу? *Болот*	1
17	Браузерлерге кайсы программалар кирет? *Internet Explorer, Opera, Mozilla Firefox*	1
18	MS Wordдо даярдалган документти .pdf форматына откорууго болобу? *Болот*	1
19	Архивдештирилген файлды ачуунун жолдору *Контексттик менюдан "WinRar-разархивировать файлы"*	0
20	Кагаздагы документти электрондук документке айландыруу үчүн кайсы түзүлүш колдонулат? *Сканер*	1
21	MS Word документинде мазмун (оглавление) тузуудон мурда эмне кылуу керек? *Темаларга (заголовок) стиль колдонуу керек*	1
22	MS Word документинде беттерге номер коюш үчүн … *Вставка - Номер страницы*	1
23	Маалыматтарды фильтрлоо - бул … *Маалыматтарды кандайдыр бир критерий боюнча тандоо*	1
24	Электрондук почта аркылуу … *баары туура*	1
25	MS Excel программасында жанаша жайгашпаган мамычаларды кочуруу үчүн … *Ctrl+ тиешелүү мамычаларды белгилоо*	1

Туура жооптун саны _____23_____

Туура эмес жооптун саны _____2_____

Туура жооптун пайызы _____92%_____

Баасы _____4_____

92 % Туура
8 % Туура эмес

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.