



**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

Teachers Staff:

G.Karimova

signature

Course manager:

A.Sadyrbaeva

signature

Bishkek- 2014

I. GENERAL INFORMATION

PROJECT	«CONNECT A SCHOOL, 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>		28.04.2014	
<i>The End Date:</i>		02.05.2014	
<i>Duration:</i>		5 days	
<i>Evaluation Date:</i>		06.05.2014	
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 Osh region of the Kyrgyz Republic. Classes were held in Osh Institute of Education, 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. – Creating and editing diagrams. Application layout and chart style. New look for charts. 	Presentation
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 	Presentation

	<ul style="list-style-type: none"> - 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	<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	- 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	Abyshov Temirbek		+						+			+		+		+
2	Arzibekov Kubanych		+									+		+		+
3	Aitieva Zhyldyz	+											+			+
4	Arstanbek k Nurizat													+		+
5	Zhaparov Beishe	+										+		+		+
6	Zhaanbaeva Omurgul	+			+									+		+
7	Konurbaev Berdali			+								+		+		+
8	Maatov Zhoomart			+								+		+		+
9	Osmonkulov Adilbek													+		+
10	Toktorali k Gulbarchyn	+			+				+					+		+
11	Torokanova Zhumagul	+			+								+			+
12	Tynykulov Asanbay	+			+									+		+
	%	50,00%	16,67%	16,67%	33,33%	0,00%	0,00%	0,00%	16,67%	0,00%	0,00%	41,67%	16,67%	83,33%	0,00%	100,00%

Results of the survey at the end of the course

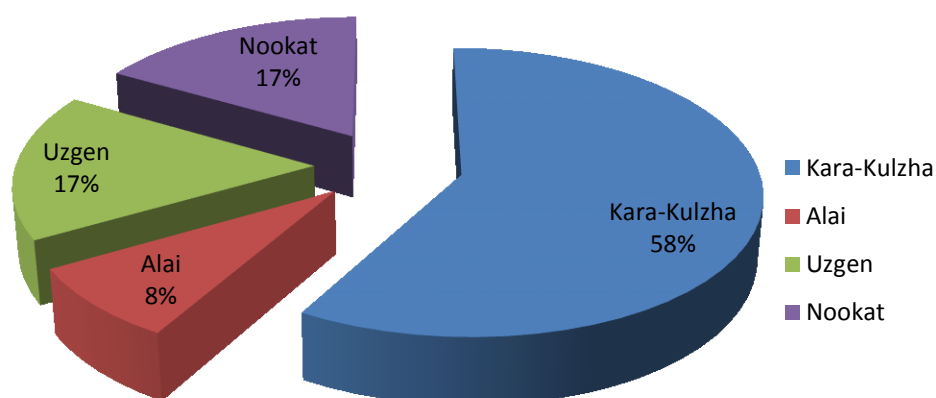
N	What topics are not necessary for you, and what topics are you more like and want?	Are all the topics of the course have been passed?	You enjoyed the level of the course? Your opinion about the course	Do you want to participate in the course of the next level? Ifso, onwhat?
1	All themes are very necessary	Yes	The course is held at a high level, despite the short term	Yes
2	All themes are very necessary	Yes	The course is held at a high level, most would be conducted such courses	Yes
3	All themes are necessary and useful for me	Yes	In a short time got a lot of useful information	Yes, I want to participate in courses such level
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 such level
5	All passed topics we really need	Yes	Often carried be such courses	Yes, I want to improve their skills
6	All passed topics needed	Yes	We got a lot of useful information	Yes, I want to participate in courses such level
7	All themes are necessary and useful for me	Yes	I want to continue the course, as the course held at a high level	Yes, I want to improve knowledge on computer technologies
8	All passed topics we really need	Yes	We got a lot of useful information	Yes, I want to participate in courses such level
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 such level

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?
10	All themes are very necessary to us	Yes	I want to continue the course, as the course held at a high level	Yes, I would like to participate in courses on computer technologies
11	All themes need, we got a lot of useful information	Yes	I want to continue the course, as the course held at a high level	Yes
12	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 such level

2.3. List of Participants

There were 12 aiyl okmotu employees from Osh region of the Kyrgyz Republic and 5 of them were women:

№	District/city		Name
1	Kara-Kulzha	Yl.Talaa	Konurbaev Berdali
2		Sary-Bulak	Abyshov Temirbek
3		Chalma	Toktorali k Gulbarchyn
4		Oi-Tal	Maatov Zhoomart
5		Kenesh	Arzibekov Kubanych
6		Kapchygai	Arstanbek k Nurizat
7		Sary-Bulak	Zhaparov Beishe
8	Nookat	Kok-Bel	Torokanova Zhumagul
9		Bel	Zhaanbaeva Omurgul
10	Uzgen	Karool	Tynykulov Asanbay
11		Myrza-Ake	Osmonkulov Adilbek
12	Alay	Alay	Aitieva Zhyldyz



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*.

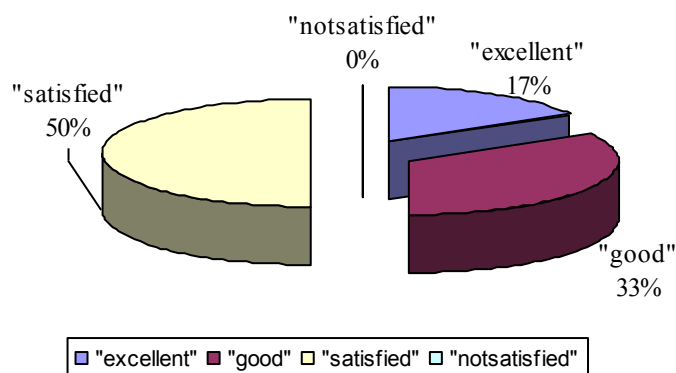
Exam Sheet № _____

Exam Data: 02.05.2014

N	First, Surname	Number of correct answers	Number of incorrect answers	Percent age of correct answers	Grade
1	Abyshov Temirbek	22	3	88%	4
2	Arzibekov Kubanych	24	1	96%	5
3	Aitieva Zhyldyz	19	6	74%	4
4	Arstanbek k Nurizat	25	0	100%	5
5	Zhaparov Beishe	13	12	52%	3
6	Zhaanbaeva Omurgul	17	8	68%	3
7	Konurbaev Berdali	21	4	84%	4
8	Maatov Zhoomart	21	4	84%	4
9	Osmonkulov Adilbek	14	11	56%	3
10	Toktorali k Gulbarchyn	17	8	68%	3
11	Torokanova Zhumagul	14	11	56%	3
12	Tynykulov Asanbay	13	12	52%	3
Average		18,33	6,67	73,17%	3,67

Total: 12

"excellent"	2	17%
"good"	4	33%
"satisfied"	6	50%
"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

Арстанбек Кызы Нуризат

Датасы

02.05.2014

Оқулган курс

Инфокоммуникационные технологии

№	Суроо жана ага берилген жооп	Баллы
1	MS Wordдо объектилерди топтоштуруу (группировка) эмне учун колдонулат? <i>Бир нече графикалык объектилерди бириктирүү үчүн</i>	1
2	MS Excel программасында абсолюттук шилтеме (ссылка) - ... <i>Ячейкадагы формуланы көчүргөндө ячейканын адресинин өзгөрбөй калышы</i>	1
3	MS Excel де формула жазууда башка баракчанын ячейкаларына шилтеме жасоо үчүн ... <i>= белгисин коюп же "вставить функцию" кнопкасын басып, тиешелүү баракчага откон соң ячейканы</i>	1
4	MS Excel программасында жанаша жайгашпаган мамычаларды көчүрүү үчүн ... <i>Ctrl+ тиешелүү мамычаларды белгилөө</i>	1
5	Архивдештирилген файлды ачуунун жолдору <i>Контексттик менюдан "WinRar-извлечь файлы"</i>	1
6	Prezi - ... <i>Он-лайн режиминде презентация даярдоого арналган программа</i>	1
7	MS Word документинде мазмун (оглавление) тузуудон мурда эмне кылуу керек? <i>Темаларга (заголовки) стиль колдоңуу керек</i>	1
8	MS Wordдо даярдалган документти .pdf форматына которууга болобу? <i>Болот</i>	1
9	MS Word документинде беттерге номер коюш үчүн ... <i>Вставка - Номер страницы</i>	1
10	MS Excel программасында ячейкага киргизилген формулаларды өзгөртүүдөн сактоого болобу? <i>Болот</i>	1
11	Экрандын суротчолорун (скриншот) көчүрүүнүн кайсы жолдору бар? <i>Alt+PrtScr</i>	1
12	MS Wordдо даярдалган документтин ичине MS Excel диаграммасын кайсы жол менен коюуга болот? <i>Меню Вставка - Объект -Диаграмма</i>	1
13	Берилген файлды архивдештирүү үчүн ... <i>контексттик менюдан "WinRar-добавить в архив" командасын тандайбыз</i>	1
14	MS Excelде формуланы беруу үчүн <i>Тиешелүү ячейкага "=" белгисин киргизип, формуланы жаза баштайбыз</i>	1

№	Суроо жана ага берилген жооп	Баллы
15	MS Excelде кайсы формула туура жазылган? =\$A\$3-\$A2	1
16	Электрондук почта аркылуу ... баары туура	1
17	Электрондук таблицада ячейканын аты ... Cатча жана мамычанын атынан түзүлөт	1
18	MS Excelде сатча жана мамычаларды кандайча жлшырууга болот? Түгөшөтү сатча жана мамычаларды белгилеп алып, контексттик менюдан "Скрыть" командасын тандап	1
19	Тармактагы компьютер менен байланышты кайсы утилита текшерет? ping	1
20	Томонку программалардын кайсынысы Браузер болуп саналат? Opera, Google Chrome, Mozilla Firefox	1
21	MS Wordдо даярдалган документ кандай кеңейишке ээ? .doc	1
22	Кагаздагы документти электрондук документке айландыруу учун кайсы тузулуш колдонулат? Сканер	1
23	Томондогу электрондук адрестердин кайсынысы туура жазылган? mekter@mail.ru	1
24	Браузерлерге кайсы программалар кирет? Internet Explorer, Opera, Mozilla Firefox	1
25	Маалыматтарды фильтрлоо - бул ... Маалыматтарды кандайдыр бир критерий боюнча тандаоо	1

Туура жооптун саны 25

Туура эмес жооптун саны 0

Туура жооптун пайызы 100%

Баасы 5

100 % Туура
0 % 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.

