



**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

TOTAL EVALUATION REPORT

of the short term courses on

« COMPUTER SKILLS COURSES FOR AIYL OKMOTU EMPLOYERS»

31.03.2014- 02.05.2014

Teachers Staff:

G.Karimova

signature

A.Sarybaeva

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K.Zhunusaliev

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Course manager:

A.Sadyrbaeva

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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 «ADVANCED 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>		<i>31.03.2014</i>	
<i>The End Date:</i>		<i>02.05.2014</i>	
<i>Duration:</i>		<i>20 days (4 weeks)</i>	
<i>Evaluation Date:</i>		<i>06.05.2014</i>	
Project Manager:	<i>Director of Institute</i>	<i>signature</i>	Prof. B.Nurmatov
Course Staff :	Course Manager	<i>signature</i>	A. Sadyrbaeva
	Senior Lecturer	<i>signature</i>	A. Sarybaeva
	Senior Lecturer	<i>signature</i>	G. Karimova
	Teacher Alippe TV	<i>signature</i>	K. Zhunusaliev

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. Microsoft OfficeWord2007/2010. <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.	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. <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	Presentation

	<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 	
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	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 <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	lunch	
13.30-15.00	Testing. survey	
15.00-16.00	Rewarding the Certificate	

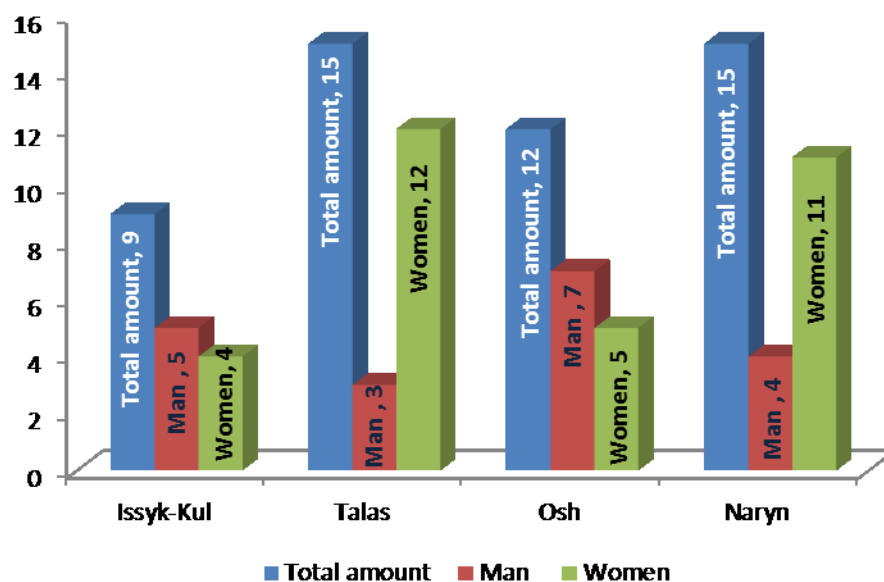
Comment Book was created for course participants. Each student should leave opinion about course and give own suggestion according course, teachers, teaching methods and organization of training.

№ п/п	Region	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	Issyk-Kul	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%
2	Talas	50,00%	20 %	0 %	100 %	46,6 %	6,6 %	0,00%	46,6 %	0,00%	93,3%	46,6 %	40 %	60 %	6,6%	93,3%
3	Osh	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%
4	Naryn	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%
Average		48,61%	27,23%	8,34%	66,67%	17,21%	1,65%	11,11%	28,32%	0,00%	23,33%	40,82%	23,89%	78,89%	1,65%	98,33%

2.3. List of Participants

There were 51 employers of aiyl okmoty from different regions of the Kyrgyz Republic and 32 of them were women:

N	Region	Total amount	Man	Women
1	Issyk-Kul	9	5	4
2	Talas	15	3	12
3	Osh	12	7	5
4	Naryn	15	4	11
	Total	51	19	32

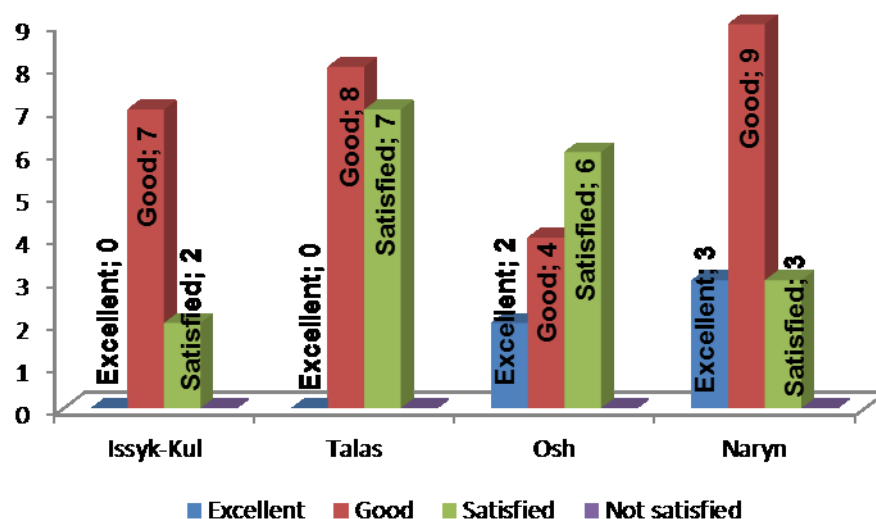


III. COURSE TEST RESULTS

3.1. Testing exam

At the end of course participants was tested according passed tutorials. All result papers attached in *Appendix 2*.

N	Region	Excellent	Good	Satisfied	Not satisfied
1	Issyk-Kul	0	7	2	0
2	Talas	0	8	7	0
3	Osh	2	4	6	0
4	Naryn	3	9	3	0
	Total	5	28	18	0



Results of the survey at the end of the course

Total amount of participants	You enjoyed the level of the course?		Do you want to participate in the course of the next level?		How you estimate your level of knowledge after a course?		
	Yes	No	Yes	No	Excellent	Good	Satisfied
51	100%	0%	100%	0%	20%	40%	20%



Issyk-Kul



Talas



Osh



Naryn

IV. CONCLUSIONS

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. Participants noted that courses were very useful and informative.

By results of questioning of participants it has been noticed that:

1. courses have been spent at professional level;
2. courses have helped participants to exchange experience and to strengthen interrelation between organizations, to raise competence of use of infocommunication technologies.