ITU Centres of Excellence Network for CIS

Institute of Electronics and Telecommunications

FACE-TO-FACE Training Course on

Information Technology Basics

Bishkek, Kyrgyz Republic
8-12 July 2019

COURSE OUTLINE

COURSE DESCRIPTION

Title	Information Technology Basics
Objectives	This training course aims to introduce participants to the basics of digital literacy and internet technologies, cyber security and confidence, as well as practice run of office programs.
Dates	8-12 July 2019
Duration	5 days
Registration deadline	12 July 2019
Training fees	USD 95
Course code	19WS24285CIS-R

LEARNING OUTCOMES

Participants will acquire skills of competent and appropriate work on PC, including the work with office programmes and the Internet, and will be able to successfully use the ICT to settle their practical tasks.

TARGET POPULATION

The course it targeted to different categories of participants, including children and older persons, who need to obtain computing skills and Internet experience. It is also of interest to employees of ministries, state and municipal bodies, who need to learn basics of digital literacy.

TUTORS/INSTRUCTORS

NAME OF TUTOR(S)/INSTRUCTOR(S)	CONTACT DETAILS
Ms. Zhanna Barakova Candidate of Science (Engineering), Associate Professor, Head, Department of Information Systems and Technologies, IET	Email: Janna05_05@mail.ru
Ms. Apel Sarybayeva Acting Associate Professor, Department of Information Systems and Technologies, IET	Email: Apels2@mail.ru
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EVALUATION

In addition to the evaluation based on the results of the training, the participants will be evaluated depending on how actively they participated in the sessions and other training activities, i.e. based on quality and quantity index of time they spent to complete the training.

TRAINING SCHEDULE AND CONTENTS / AGENDA

1 July 2019, Monday	Topics / Activities
09:00 – 09:30	**Registration of participants**
09:30 – 10:00	Test to evaluate the knowledge level
10:00 – 10:30	**Coffee break**
10:30 – 11:30	**Software** System software Applied software
11:30 – 12:30	**Operational systems** Work with OS Windows: files and folders Accounts. Modern tools of account data security and protection
12:30 – 14:00	**Lunch**
14:00 – 15:30	**Antivirus programs** Computer virus. Users' actions in case of PC virus attack. Rules of antivirus security
15:30 – 16:00	**Coffee break**
16:00 – 17:00	**MS Office. Work with MS Word** A file creation, editing, spell check, saving on external media, opening in word processor. Rules of typesetting, editing. Work with clipboard.
2 July 2019, Tuesday	Topics / Activities
09:00 – 10:00	Symbols, paragraphs, partitions. Work with columns.
10:00 – 10:30	**Coffee break**
10:30 – 11:30	Work with objects, insert of symbols, pictures. Use of formulas,

	formula editor
11:30 – 12:30	Work with tables, table formatting and autoformatting.
12:30 – 14:00	**Lunch**
14:00 – 15:30	Styles, user styles. Indicators and footers. Insert of table of content.
15:30 – 16:00	**Coffee break**
16:00 – 17:00	Header and footer. Document preparation for printing.
3 July 2019, Wednesday	**Topics / Activities**
09:00 – 10:00	**MS Office Packet. MS Excel spreadsheet** Work with electronic tables. Examples of tasks solved through spreadsheets. Windows, books, sheets. Insert and use of formulas.
10:00 – 10:30	**Coffee break**
10:30 – 11:30	A formula copy and paste. Relevant, absolute, and mixed links. Formulas and functions auto-completing. Calculation using functions.
11:30 – 12:30	Data sorting. Data filtering. Diagram creation and editing. Diagram layout and style.
12:30 – 14:00	**Lunch**
14:00 – 15:30	Work with data. Adding subtotal. Summary tables. Creation of a summary table. Change of a summary table structure. Data filtering and sorting in a summary table. Data analysis. Substitution tables. Goal seek. Solver add-in. Solver. Report of computed solutions.
15:30 – 16:00	**Coffee break**
16:00 – 17:00	Connection of workbooks. Connection – the process of formula creation with external links. Workbook opening protection. Box and formula protection. Formula suppression. Worksheet protection. Data input restriction.
4 July 2019, Thursday	**Topics / Activities**
09:00 – 10:00	**MS Office packet. MS PowerPoint presentation** MS PowerPoint options. Presentation creation, editing, and formatting. Presentation brows modes. Topic appliance.
10:00 – 10:30	**Coffee break**
10:30 – 11:30	Adding animation, sound, and video. Animation effect parameter setting. Slide change effect appliance and adjustment.
11:30 – 12:30	**Computer networks** Key computer networks. Physical and logical location. IP address structure, netmasks. Public access to the resources. Basics of the network diagnostics.
12:30 – 14:00	**Lunch**
14:00 – 15:30	**Internet capabilities** Ways of Internet connection. Domains. Review of Internet browsers. Main search systems. Work in the Internet search system. Information search.
15:30 – 16:00	**Coffee break**
16:00 – 17:00	**Email and social networks** Basics of the work with email. Registration. Login and password. Dangers related to password staling. Rules to create and use passwords. Password managers. Sending documents via email. Use of circulation lists. Advantages of circulation lists. What is spam and anti-spam? Communication opportunities provided by networks: chats, conferences, forums, social services. Work with blogs.

5 July 2019, Friday	Topics / Activities
09:00 – 10:00	**Safe working in the Internet** The Internet dangers. Fishing. Key security measures when paying goods and services through Internet.
10:00 – 10:30	**Coffee break**
10:30 – 11:30	Anti-virus software connection and adjustment on the PC.
11:30 – 12:30	Basics of information security
12:30 – 14:00	**Lunch**
14:00 – 15:30	Final test
15:30 – 16:00	**Coffee break**
16:00 – 17:00	Official closure

METHODOLOGY

Methodology used for the training course includes individual and group training of persons with specific needs, guided and supervised by the trainers.

Training is conducted in a training class, which specially equipped for persons with disabilities.

In the face-to-face training of persons with specific needs, trainers used traditional methodology, including lessons, workshops and practical exercises. The training course also foresees using ICT and other technical means.

During the entire training course, each participant will have access to PC.

COURSE COORDINATION

Course coordinator:	**ITU coordinator:**
Ainura Sadyrbaeva Chief Specialist Advanced Training Faculty Institute of Electronics and Telecommunications Email: sad.ainura@mail.ru	Farid Nakhli Programme Officer, Regional Office for CIS Region Email: farid.nakhli@itu.int

REGISTRATION AND PAYMENT

ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal.
To be able to register for the course you **MUST** first create an account in the ITU Academy portal at the following address:
https://academy.itu.int/index.php/user/register.

Training registration

When you have an existing account or created a new account, you can register for the course online at the following link:
https://academy.itu.int/training-courses/full-catalogue/information-technology-basics

You can also register by finding your desired course in our training catalogue
https://academy.itu.int/index.php/training-courses/full-catalogue.

Payment

1. **On-line payment**

A training fee of USD 95 per participant is applied for this training. Payments should be made via the online system using the link mentioned above for training registration at: https://academy.itu.int/training-courses/full-catalogue/information-technology-basics

2. Payment by bank transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to Hcbmail@itu.int and copy the course coordinator. **All bank transaction fees must be borne by the payer**.
Failure to submit the above documents may result in the applicant not being registered for the training.

3. Group payment

Should you wish to pay for more than one participant using bank transfer and need one invoice for all of them, create an account as **Institutional Contact. Institutional Contacts** are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the **"My account"** button in the user menu. At the bottom of this page you should see two buttons:

a. If you want to **become an institutional contact**, click on the "**Apply to be an Institutional Contact"** button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on **"continue"** and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.

b. If you want to **belong to an existing organization**, click on the **"Request to belong to an Institutional Contact"** button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on **"continue"**, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

ITU BANK ACCOUNT DETAILS:

Name and Address of Bank:	UBS Switzerland AG Case postale 2600 CH 1211 Geneva 2 Switzerland
Beneficiary:	Union Internationale des Télécommunications
Account number:	240-C8108252.2 (USD)
Swift:	UBSWCHZH80A
IBAN	CH54 0024 0240 C810 8252 2
Amount:	USD 95
Payment Reference:	CoE-19WS24285CIS-R- P.40594.1.03

4. Other method of payment

If due to national regulations, there are restrictions that do not allow for payment to be made using options 1 & 2 above, please contact the ITU coordinator for further assistance.