



ITU Centres of Excellence Network for CIS
Institute of Electronics and Telecommunications

Face-to-face Training Course on

**Digital Literacy
for Persons with Disabilities**

**Bishkek, Kyrgyz Republic
9 September – 4 October 2019**

COURSE OUTLINE

COURSE DESCRIPTION

Title	Digital Literacy
Objectives	<p>This training course aims to introduce persons with disabilities with key devices of personal computer and learn them to work with basic, applications software. Also, the training participants will get an idea of Internet technologies, cybersecurity, and confidentiality. Within the framework of the training, the participants will have an opportunity to practically work out actions with office programs.</p> <p>As a result of this course, the participants will adopt creative approach to the work with multimedia files and SmartCar programming. The participants will be able further to practically use the obtained knowledge.</p>
Dates	9 September – 4 October 2019
Duration	20 days
Registration deadline	4 October 2019
Training fees	USD 95
Course code	19WS24293CIS-R

LEARNING OUTCOMES

Competent and confident work with personal computer;
Possessing basic digital skills to work with office programmes and the Internet;
Successful use of ICT to solve practical tasks.

TARGET POPULATION

Persons with disabilities who need to obtain digital skills.

TUTORS/INSTRUCTORS

TUTORS / INSTRUCTORS	CONTACT DETAILS
Ms. Zhanna Barakova Candidate of Science (Engineering) Associate Professor Head Information Systems and Technologies Department, Institute of Electronics and Telecommunications (IET)	Email: Janna05_05@mail.ru
Ms. Apel Sarybayeva, Acting Associate Professor Information Systems and Technologies Department Institute of Electronics and Telecommunications (IET)	Email: Apels2@mail.ru
Ms. Akmor Kozhoshova Lecturer Information Systems and Technologies Department Institute of Electronics and Telecommunications (IET)	Email: mooriam@mail.ru
Ms. Elzat Kerimkulova Lecturer Information Systems and Technologies Department Institute of Electronics and Telecommunications (IET)	Email: lstt14@mail.ru

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

Time	Topic	Methodology
9 September 2019, Monday (1st Day)		
09:30-11:00	Official Opening Safe Working on PC PC Hardware and software PC Switching on/off PC Master units Notion of operations systems Parameters and creation of files and folders Document copying, moving, deleting, recovery, renaming Standard programs WINDOWS Calculator Notepad and Wordpad editors Creation and saving of documents	Presentation
10 September 2019, Tuesday (2nd Day)		

9.30-11.00	MS Word text editor: program start, program interface, document key operations: <ul style="list-style-type: none"> • Creation of document • Saving document • Opening document • Closing document • Print preview and print of document 	Presentation Tasks
11 September 2019, Wednesday (3rd Day)		
09:30-11:00	Entering, creation and editing of a drawing, AutoShape, entering picture Entering SmartArt diagram, special symbols, date, time, and formula	Presentation Tasks
12 September 2019, Thursday 2019 (4th Day)		
09:30-11:00	Creation of a table. Table data formalizing and sorting. Boards and shading. Document display modes. Zooming. Page settings adjustment. Headers. Style creation and use. Creation of content chart. Printing document	Presentation Tasks
	Consolidating in practice the materials covered	
13 September 2019, Friday (5th Day)		
09:30-11:00	Spreadsheet MS Excel: program start. Program interface. The screen key components, workbook, worksheet, link style. Editing the table cell content	Presentation Tasks
16 September 2019, Monday (6th Day)		
09:30-11:00	Composing tables. Cell format and ways to change it. Work with formula and functions	Presentation Tasks
17 September, Tuesday 2019 (7th Day)		
09:30-11:00	Work with formula and functions. Consolidated tables	Presentation Tasks
18 September 2019, Wednesday (8th Day)		
09:30-11:00	Absolute and relative links. Work with data. Sorting, wrap-up. AutoFilter. Master of diagrams	Presentation Tasks
	Consolidating in practice the materials covered	
19 September 2019, Thursday (9th Day)		
09:30-11:00	MS Power Point presentation. Program start. Program interface. Slides. Power Point objects and tools.	Presentation Tasks
20 September 2019, Friday (10th Day)		
09:30-11:00	Creation of a standard presentation. Steps of the creation of the presentation. Ways of slide formatting. Formatting templates. Creation of background graphics. Inserting objects. Creation of tables, diagrams. Using animation effects.	Presentation Tasks
23 September 2019, Monday (11th Day)		
09:30-11:00	Creating a multimedia presentation. Sound and video. Preparing a slide show. Professional demonstration. Recording a presentation.	Presentation Tasks
	Consolidating in practice the materials covered	
24 September 2019, Tuesday (12th Day)		
09:30-11:00	Internet. Email. Explaining principles of email	Presentation

	work. Programs for work with emails. Creating and sending emails. Email message management. Social networks.	Tasks
25 September 2019, Wednesday (13th Day)		
09:30-11:00	elifeMap. Search for information in the Internet (using forms and photographs). Search for information using GoogleMap	Presentation Tasks
	Consolidating in practice the materials covered	
26 September 2019, Thursday (14th Day)		
09:30-11:00	Windows Movie Maker: Basics of installation, import, pasting together, timeline, cutting, removal of video materials	Presentation Tasks
27 September 2019, Friday (15th Day)		
09:30-11:00	Effects. Titles. Video of photographs and pictures. Work with sound	Presentation Tasks
	Consolidating in practice the materials covered	
30 September 2019, Monday (16th Day)		
09:30-11:00	Robotechnics: smart car assembly. Introduction to RokiBrick. Connection to a computer	Presentation Tasks
1 October 2019, Tuesday (17th Day)		
09:30-11:00	SmartCar programming. Forward and Backward commands	Presentation Tasks
2 October 2019, Wednesday (18th June)		
09:30-11:00	Tracking and Obstacle Avoiding SmartCar programming	Presentation Tasks
3 October 2019, Thursday (19th Day)		
09:30-11:00	Tracking and Obstacle Avoiding SmartCar programming.	Presentation Tasks
	Consolidating the materials covered in practice	
4 October 2019, Friday (20th Day)		
09:30-11:00	Tasting on materials covered	Presentation Tasks

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

<p>Course coordinator: Ainura Sadyrbaeva Chief Specialist Advanced Training Faculty Institute of Electronics and Telecommunications Email: sad.ainura@mail.ru</p>	<p>ITU coordinator: Farid Nakhli Programme Officer, Regional Office for CIS Region Email: farid.nakhli@itu.int</p>
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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/digital-literacy-persons-disabilities>

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/digital-literacy-persons-disabilities>

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.

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-19WS24293CIS-CIS-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.