



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

Face-to-face Training Course on

**Computer Literacy
For Persons with Disabilities**

**Bishkek, Kyrgyz Republic
27 May – 20 June 2019**

COURSE OUTLINE

COURSE DESCRIPTION

Title	Computer 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>The training will be conducted in a specialized multimedia classroom adapted for persons with different disabilities.</p>
Dates	27 May – 20 June 2019
Duration	20 days
Registration deadline	17 May 2019
Training fees	USD 95
Course code	19WS24289CIS-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
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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

Time	Topic	Methodology
27 May 2019 (1st Day)		
09:30-11:00	Official Opening Security Means when Working on PC From the history of computer technologies Hardware and software tools PC on-off Main computer blocks. System block, monitor, keyboard, mouse.	Presentation

28 May 2019 (2nd Day)		
9.30-11.00	Notion of operation systems OC Microsoft Windows. Data file systems. File Types. Information holder logical names. Work with the mouse. Desktop. Objects. Windows in Windows System. Windows help system. File and folder settings and creation. Document copying, moving, deleting, restoring, and use.	Presentation Tasks
29 May 2019 (3rd Day)		
09:30-11:00	Main menu. WINDOWS Standard programs. Calculator. Notebook and Wordpad editors. Creation and storage of the simplest documents.	Presentation Tasks
30 May 2019 (4th Day)		
09:30-11:00	MS Word: start of the program. Program interface. Key document operations: <ul style="list-style-type: none"> - Document creation; - Document saving; - Document opening; - Document closure; - Document print preview and printing. 	Presentation Tasks
31 May 2019 (5th Day)		
09:30-11:00	Text selecting, work with the selected text, using clipboard. Data main operations: <ul style="list-style-type: none"> - Text entering; - Text editing; - Text moving - Text coping; - Text formatting. Types of text adjusting. Tabulator line. Paragraph parameters and formatting. Creation of a list. Creation of columns. Templates and template wizard.	Presentation Tasks
3 June 2019 (6th Day)		
09:30-11:00	Inserting, creation and editing pictures, autoshapes, inserting photos.	Presentation Tasks
4 June 2019 (7th Day)		
09:30-11:00	Inserting SmartArt diagram, special symbols, date, time, and formula.	Presentation Tasks
5 June 2019 (8th Day)		
09:30-11:00	Creating a table. Table data formalizing and sorting. Borders and shading.	Presentation Tasks
5 June 2019 (9th Day)		
09:30-11:00	Document display mode. Changing zoom. Page and document configure settings. Footers.	Presentation Tasks
6 June 2019 (10-й день)		
09:30-11:00	Creating and using styles. Creating a document table of content. Printing a document.	Presentation Tasks
	Consolidating in practice the materials covered	
10 June 2019 (11th Day)		

09:30-11:00	Spreadsheet MS Excel: program start. Program interface. The screen key components, workbook, worksheet, link style.	Presentation Tasks
11 June 2019 (12th Day)		
09:30-11:00	Cell content editing. Composing tables. Cell format and ways of cell format conversion.	Presentation Tasks
12 June 2019 (13th Day)		
09:30-11:00	Work with formulas and functions. Diagram master.	Presentation Tasks
13 June 2019 (14th Day)		
09:30-11:00	Absolute and relative links. Work with data. Sorting, wrap-up. AutoFilter.	Presentation Tasks
	Закрепление пройденных материалов	
14 June 2019 (15th Day)		
09:30-11:00	MS Power Point presentation. Program start. Program interface. Slides. Power Point objects and tools.	Presentation Tasks
17 June 2019 (16th 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
18 June 2019 (17th Day)		
09:30-11:00	Creating a multimedia presentation. Sound and video. Preparing a slide show. Professional demonstration. Recording a presentation.	Presentation Tasks
	Consolidating the materials covered in practice	
19 June 2019 (18th June)		
09:30-11:00	Definition of World Wide Web. Explaining principles of work of web addresses. Explaining principles of networking using web browser.	Presentation Tasks
20 June 2019 (19th Day)		
09:30-11:00	Email. Explaining principles of email work. Programs for work with emails. Creating and sending emails. Email message management. Social networks.	Presentation Tasks
	Consolidating the materials covered in practice	
21 June 2019 (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

Course coordinator: Ainura Sadyrbaeva Chief Specialist Advanced Training Faculty Institute of Electronics and Telecommunications Email: sad.ainura@mail.ru	ITU coordinator: Farid Nakhli Programme Officer, Regional Office for CIS Region Email: farid.nakhli@itu.int
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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/index.php/training-courses/full-catalogue/computer-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/index.php/training-courses/full-catalogue/computer-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-CIS 24289 -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.