HANDONG UNITWIN FELLOWSHIP

SYLLABUS

Lecturer's Information	
Name	Tuyatsetseg Badarch
University	Mongolian Natioal University

Course Information			
Course Name	Basic Information Technology Skills	Prerequisite Course	No
Course Date	2023-02-01 ~ 2023-06-30	Course Language	Mongolian
Keyword	Computer skills, IT technology, Cloud applications		

Course Description (100 ~200 words)	This course is considered as a fundamental course for first years students of all universities for a many years in Mongolia. Therefore, the course covers the basic skills in computer area and networking area, to learn through the important skills provides students with a knowldege of the contemporary IT skills, the latest technologies used at daily workplace. In addition, the course will cover all the fundamental knowledge behind all types of contemporary computer main applications including google, gmail, microsoft products, networking. At the end of the course, students will become computer modern literate while students learn to use many useful applications including Gmail, Google, Microsoft to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. This course can improve the best practice skills for productive and use of hardware and software.
Course Goals and Objectives (Approximately 100 words)	The main goal of this course is for students to learn and to improve the best practice skills for productive and use of computer and Cloud applications. The objective of the course will be about the skills to use computer that is always related to people daily lifes and as a result of the course, the main focus is on gaining digital knowledge, skills, and experience in modern world. In addition, the objective will go over advanced topics, including working skills with Google applications including Gmail, doc, sheet. slide, meet, contact, drive, calendars etc. Also, students will get skills with processing advanced textual information, working with spreadsheets, working with all preparing visual demonstration materials and using internet. Based on these basic skills, people can go for No code web developmet based on Cloud tehcnology. That is why this course can give the most important basic IT skills for students.
Textbook	**(The format : Title, Author/Editor, Publisher, Year of Publication)** Tuyatsetseg Badarch, "Skills on Information technology and information system" , third edition, 2019. ISBN 99929-9-082-1, Ulaanbaatar, Mongolia Penny Haselwander, Michael Konemann, Basic Information Technology Skills, 978-0810843646, Scarecrow Press The industrial information technology handbook. Zurawski, Richard, ed. CRC press, 2018
References	Tuyatsetseg Badarch, "Skills on Information technology and information system" , third edition, 2019. ISBN 99929-9-082-1, Ulaanbaatar, Mongolia Penny Haselwander , Michael Konemann, Basic Information Technology Skills, 978-0810843646, Scarecrow Press
Course Requirements and Grades	The course has been flipped and so students can watch the video any time. Grading: Class participation 50% Final 50%

Weekly Schedule		
Week	Main Topics	Keywords
1	History and development of Computer applications, skills	History development
2	Fundamentals of information technology usage, important resources, usages in individual and cloud areas	Information, networks, tools
3	Google application usage, gmail service, workspace usages, experiences	Google applications, gmail
4	Google drive, data storage, Google documents, more usages of Google apps such as calendars, meeting, forms, group	Google workspace
5	Windows operating system, its features, installation, versions, operating system maintenance	Operating system
6	MS Word program, structure, tools, commands File, Home, Layout, References	MS Word
7	MS Word program, working with a document Create a new document, protection, footnotes, header/footer, find/replace, Drop cap, bookmarks, hyperlink, printings	MS Word
8	MS Word program, working with a paragraph, Spelling and grammar, Advanced settings with a document	MS Word
9	MS Word program, references, working with a Picture, Graphics, Images Word Art, Drawings, Tables, a mathematical function	MS Word
10	MS Excel, MS Excel, workbook, tools, commands, creating data, working with a data working with columns/raw , sheets, mathematical and logical formulas using standard spreadsheet functions	MS Excel
11	MS Excel, working with formulas, operators, error checking, functions, graphics, worksheets, and documents	MS Excel
12	Photoshop, tools, commands, working with pictures	Adobe Photoshop
13	InDesign, tools, working for publishing	Adobe InDesign
14	Final	
15		
16		