# [A-3]COURSE SYLLABUS

## 1. Course Description (Approximately 100 words)

Students will gain the knowledge that basic concepts of information technology, hardware, software, processing advanced textual information, working with spreadsheets, preparing visual demonstration materials and using web page and internet. To provide students with skills and knowledge that students interact with each other and globally, participate actively in social relations by using information technology achievements and communication and information technology training is implemented in conjunction with global standards.

## 2. Course Goals and Objectives (Approximately 100 words)

To get general knowledge about computer's operation systems, Windows program, Microsoft word, Microsoft excel, Microsoft power point. Develop a document using hardware, software, Windows, Microsoft word, make a presentation using Microsoft Power point program, process spreadsheets, accounting using Microsoft Excel, create graphic and diagrams, access to the internet, download information, work with searching system, improve education through the Internet, communicate with the Internet, and share knowledge with others.

## 3. Textbook (Title, Author, Publisher, Year of Publication, etc.)

Мөнхчимэг Б., Болор Л. Компьютерийн мэдлэг 2012
Монхоон Р Компьютер, мэдээлийн технологи 2011
Дэлгэржав П Microsoft PowerPoint 2012

## 4. Reference

## 5. Course Requirements and Grades

| | |
|---|---|
| Attendance | 10 points |
| Coursework | 20 points |
| Laboratory work | 20 points |
| Exams | 20 points |
| Quarterly examination | 30 points |

## 6. Course Calendar

| Week | Main Content |
|---|---|
| 1 | Computer development and organization. |
| 2 | Working with file folders |
| 3 | MS Word 2016 Adjust document page settings and check and correct spellir |
| 4 | MS Word 2016. Set up the MS Word app and save plain text. |
| 5 | Set up and edit documents in MS Word 2016, and save documents them in |
| 6 | MS Word 2016. Modify, copy and move text formats in MS Word, perform va |
| 7 | MS Word 2016 Insert an object (picture, chart, drawn object) to a specified |
| 8 | MS Word 2016. Add, edit text in headers, footers. Add fields in headers, foo |
| 9 | Develop a presentation using the MS Power Point 2016 software. |
| 10 | Insert song, video, various effects and and animations in the presentation |
| 11 | Working with data using the structure, organization and application of MS E |
| 12 | MS Excel 2016- Choose built-in options such as the Help function within the |
| 13 | MS Excel 2016 -Create mathematical and logical formulas using standard s |
| 14 | Using the Internet, history, development, network structure and use of e-mai |