# Course description

**Use of digital technologies, computer tablets and smartphones. Social networks, internet security. How to digitize old photos and organize them into albums, add information.**

**Objectives of learning**

This course is designed to provide an understanding of the most important and necessary computer program and the terms used to work with them. During the course, the necessary information is provided so that each student can work independently with the most frequently used programs. During the course you will learn the most modern programs and will be introduced to the possibility to save your finances using modern technologies. After learning the course, everyone will understand that working with a computer is not so complicated.

**Study course planning**

Number of training sessions 5. Duration of training session - 4 academic hours, a total of 20 academic hours.

**Thematic plan of the study course**

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| **No** | **Subject** | **Form** | **Duration** | **Training tools** |
| **1** | **1. Introduction into working with a computer.**  • Briefly about the structure of the computer, types of software and purposes of use.  • Preparing the computer for work.  • Basic information about everyday programs, their description  **2. Internet**  • Most popular browsers.  • Information search - the most popular search tools.  • Operation of various applications (translate, translit.ru, e-bank, Google disk, Google photos, etc.)  **3. Electronic mail**  • Creation of electronic mail, work with received and sent material.   * Electronic signature | Practice | 4 | Computer class with projector or online training or distant learning |
| **2** | **4. Word**  • MS Word and Open Office Writer interface and some important options  • Enter, edit, and format text.  • Save, open, and close a document securely  • Document design and layout  • Table in the document  • Graphic objects in the document  **5. Excel**  • MS Excel and Open Office Calc interface and some important options  • Creating, editing, and designing a table  • Simple calculations in Excel and Calc files  • Basics of analysis   * How to use new skills | Practice | 4 | Computer class with projector or online training or distant learning |
| 3 | **6. Power point presentations**  • PowerPoint and Impress interface  • Adding slides, their sequential layout  • Entering text on a slide, formatting it  • Scanning photos  • Inserting images and graphic objects into a slide, designing them, creating albums | Practice | 4 | Computer class with projector or online training or distant learning |
| **4** | **7. Working with tablets and smartphones**   * Digitalize paper photo with smartphone/tablets. * Apps for corrections photo * Apps for make collage. * Internet albums maker * Sharing photos on Internet on Cloud | Practice | 4 | Computer class with projector, smartphone and tablet online training or distant learning |
| **5** | **8. Social Networks. Internet Security**   * Social networking: what it means and how to use for socializing. * Different kinds of social networking tools: Facebook, WhatsApp, Twitter, Instagram, Teams, Skype, Teams etc. * What is Internet Security and why do we need it? * What is GDPR and how to use it? * Virus and phishing e-mails, SMS etc, fake news and raffles. * Setting and using passwords. * The do’s and don’ts of Internet and e-mail. | Practice | 4 | Computer class with projector or online training or distant learning |