

**KYRGYZ ECONOMIC UNIVERSITY  
INFORMATION TECHNOLOGIES**

**Syllabus**

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<b>FALL SEMESTER</b>	2019
<b>Course Title:</b>	IT
<b>Credits:</b>	4
<b>Instructor:</b>	Asylbek Abduvapov
<b>Office:</b>	001
<b>Module 1:</b>	September 30, 2018
<b>Module 2:</b>	October 30, 2018
<b>Module 3:</b>	November 30, 2018
<b>Final Exam</b>	December 30, 2018

**Curriculum of academic course on “IT”**

- Lesson 1. Introduction to IT
- Lesson 2. Hardware.
- Lesson 3. Software.
- Lesson 4. Binary system.
- Lesson 5. Coding a text information.
- Lesson 6. Coding an audio information.
- Lesson 7. Coding a video information.
- Lesson 8. Summing in a binary number system.
- Lesson 9. Multiplying in a binary number system
- Lesson 10. Dividing in a binary number system.
- Lesson 11. Operating systems.
- Lesson 12. Localnet.
- Lesson 13. Internet.
- Lesson 14. Introduction to Microsoft Word 2010
- Lesson 15. Explore Word 2010.
- Lesson 16. Edit and Proofread Text.
- Lesson 17. Change the Look of Text.
- Lesson 18. Organize Information in Columns and Tables.
- Lesson 19. Add Simple Graphic Elements.
- Lesson 20. Preview, Print, and Distribute Documents.
- Lesson 21. Insert and Modify Diagrams.
- Lesson 22. Insert and Modify Charts
- Lesson 23. Use Other Visual Elements.
- Lesson 24. Organize and Arrange Content.
- Lesson 25. Create Documents for Use Outside of Word.
- Lesson 26. Explore More Text Techniques.
- Lesson 27. Use Reference Tools for Longer Documents.
- Lesson 28. Work with Mail Merge.
- Lesson 29. Collaborate on Documents.
- Lesson 30. Work in Word More Efficiently.

<b>Method of Evaluation</b>	<b>Percent of grade</b>
Modules	80
Final Examination	20
Total	100