



**MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE RUSSIAN FEDERATION**
Federal State Budgetary Educational Institution of Higher Education
"IRKUTSK STATE UNIVERSITY"
SAF, Baikal International Business School (Institute)
Strategic and Financial Management Department



APPROVED:

Dean of SAF, Baikal International Business
School (Institute)

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April 14, 2025

Syllabus

Discipline Б1.Б.10 Fundamentals of Digital Literacy

Major: 27.03.05 Innovatics

Specialization: Management of Innovative and IT Projects and Products

University Degree: Bachelor

Full time

Approved by the Academic and Methodological Council of Baikal International Business School (institute) Protocol № 4 March 26, 2025

Recommended by the Strategic and Financial Management Department
Protocol № 9 March 21, 2025

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Irkutsk 2025

Contents

I. Goal and Objectives of the Discipline (Module)	p. 3
II. Place of the Discipline in the CPEP Structure	3
III. Requirements for the Discipline Learning Outcomes	3
IV. Contents and Discipline Structure	4
4.1. Discipline Contents, Structured by Topics, with Indicated Types of Classes and Allocated Academic Hours	4
4.2. Plan for Out-of-Class Student Self-Study of the Discipline	5
4.3. Learning Content	7
4.3.1. List of Seminars, Practical Sessions and Laboratory Work	7
4.3.2. List of Topics (Questions) Assigned for Independent Work as Part of Student Self-Study	8
4.4. Guidelines for Organizing Student Self-Study	9
V. Educational, Methodological, and Information Support for the Discipline	9
a) Required Reading	9
b) Databases, Search and Reference Systems, and Information Systems	10
VI. Material and Technical Support for the Discipline	10
6.1. Educational and Laboratory Equipment	10
6.2. Software	13
6.3. Technical and Electronic Learning Tools	14
VII. Educational Technologies	14
VIII. Materials for Formative and Summative Assessment	15

I. Goal and Objectives of the Discipline (Module)

Goal: formation of skills in electronic legal reference systems (Consultant+, Garant), work in Internet learning systems, in electronic library systems, including ELS "Publishing House "Lan", ELS "Ibooks", ELS "Urait", study of the basics of digital security.

Objectives:

- to study the types of standard educational materials and tasks in Internet learning systems;
- to form an understanding of the principles of their work;
- to master the basic techniques and methods of sending completed tasks for checking to a tutor;
- to learn how to edit personal data in online learning systems;
- to learn how to register in the main available ELS required for the course.

II. Place of the Discipline in the CPEP Structure

Academic discipline (module) Б1.Б.10 "Fundamentals of Digital Literacy" is part of the curriculum component formed by the participants in the educational process, in accordance with the Federal State Educational Standards of Higher Education in the field of study 27.03.05 "Innovatics."

To study this academic discipline (module), it is required to possess basic skills of working on a computer.

List of subsequent academic disciplines that require knowledge, skills and abilities formed by this academic discipline: "Information Technology"

III. Requirements for the Discipline Learning Outcomes

The process of mastering the discipline is aimed at the formation of elements of the following competencies in accordance with the Federal State Educational Standards of Higher Education and Educational Programs of Higher Education in the field of study 27.03.05 "Innovatics":

List of Planned Learning Outcomes for the Discipline, Mapped to Competency Achievement Indicators

Competency	Competency Achievement Indicator	Learning Outcomes
UC-1 Is able to search, critically analyze and synthesize information, apply a systematic approach to solve set tasks	UC-1.1 Searches, critically analyzes and synthesizes information necessary for solving set tasks UC-1.2 Applies a systematic approach to solving set tasks	Possesses the skills of <ul style="list-style-type: none">• working in modern systems of information support of professional activity• finding and studying materials on subjects, sending completed tasks• communicating with teachers and other participants in the educational process.• registering in EBS of various types in order to use them in the educational process

IV. Contents and Discipline Structure

Discipline scope is 2 credits, 72 hours,
including 8 hours for summative assessment.

Form of summative assessment: credit (1st semester).

4.1. Discipline Contents, Structured by Topics, with Indicated Types of Classes and Allocated Academic Hours

№	Discipline Section/ Theme	Semester	Total hrs	Types of Educational Activities, Including Self-Study, Practical Sessions, and Workload (in hrs)				Formative Assessment Formats; Summative Assessment Formats
				Teacher Contact Hrs			Self-Study	
				Lectures	Practical Sessions	Consultations, Self-Study Monitoring, Summative Assessment		
1	2	3	4	6	7	8	9	10
1	Topic 1.1. Internet basics	1		0	5	0	15	Test, oral questioning
2	Topic 1.2. Collaborate online	1		0	5	0	15	Test, oral questioning
3	Topic 1.3. Formation of skills for working in Internet learning systems	1		0	6	1	17	Test, oral questioning
4	Summative assessment	1		0	0	8	0	Credit
5	TOTAL HOURS	1	72	0	16	9	47	

4.2. Plan for Out-of-Class Student Self-Study of the Discipline

Semester	Section, Themes	Self-Study			Assessment Tool	Self-Study Educational and Methodological Support
		Type of self-study	Deadlines	Load (hours)		
1	SECTION 1			47		
1	Topic 1.1. Internet basics	Preparation for assignments	Week 1-5	15	Test, oral questioning	1. Internet 2022 in Russia and in the World: Statistics and Trends [Elektronnyi resurs] // vc.ru: ofitsial'nyi sait. – Electron. dan. Available at: https://vc.ru/future/109699-internet-2020-v-rossii-i-mire-statistika-i-trendy (accessed: 25.12.2021)
1	Topic 1.2. Online collaboration	Preparation for the performance of tasks such as "seminar" and "group project".	Week 6-14	15	Test, oral questioning	2. Churanov E. Statistics of the Internet and Social Networks for 2022 – Figures and Trends in the World and in Russia [Elektronnyi resurs] // Web canape: Internet portal. – Electron. dan. Available at: https://www.web-canape.ru/business/statistika-interneta-i-socsetej-na-2022-god-cifry-i-trendy-v-mire-i-v-rossii/ (accessed: 25.12.2021)

Semester	Section, Themes	Self-Study			Assessment Tool	Self-Study Educational and Methodological Support
		Type of self-study	Deadlines	Load (hours)		
1	Topic 1.3. Formation of skills for working in Internet learning systems	Preparation for assignments	Week 16-17	17	Test, oral questioning	3. Statsenko L.G., Kuzin D.A., Mirgorodskaya Yu.V., Smirnova M.M. "Fundamentals of Digital Literacy". Textbook. Moscow, KnoRus Publishing House, 2025, URL: https://www.elibrary.ru/item.asp?id=80370573 4. Gorelov N. A., Korableva O. N. 2025, Grif UMO VO, Scientific School: St. Petersburg State University of Economics (St. Petersburg) St. Petersburg State University (St. Petersburg) URL: https://urait.ru/book/cifrovaya-ekonomika-i-informacionnoe-obschestvo-558666
Total amount of self-study in the discipline (hour)				47		

4.3. Learning Content

Section 1. Fundamentals of Digital Literacy (1 year, 1 semester):

Topic 1.1. Internet basics

Basic principles of the functioning of Internet learning systems. History of the development of LMS in Russia. Basic concepts and terms of distance learning. Necessary conditions for studying in DLS. Interface of Internet learning systems: personal account, work with training courses, record books, etc.

Topic 1.2. Online Collaboration online

Basic principles of teamwork in Internet learning systems. Opportunities for organizing teamwork in Internet learning systems - seminars and group projects.

Topic 1.3. ILS HECADDEM

Registration in library systems by subscription of the BMBS of ISU - Publishing House "Lan", ELS "Ibooks", ELS "Urait". Study of the functionality of Internet learning systems – preparation for the final testing on the capabilities of Internet learning systems.

4.3.1. List of Seminars, Practical Sessions and Laboratory Work

№	Theme Number	Seminars, Practical Sessions and Laboratory Work	Load (hr.)		Assessment Tools	Developed Competencies (Indicators)
			Total hours	Including Practical Sessions		
1	2	3	4	5	6	7
1	1.1	Practicing the skills of performing a free answer test	2	---	Test, oral questioning	UC-1.1 UC-1.2
2	1.1	Practicing the skills of sending a file with a completed task with and without a message to the tutor.	3	---	Test, oral questioning	UC-1.1 UC-1.2
3	1.2	Practicing skills in an online seminar.	2	---	Test, oral questioning	UC-1.1 UC-1.2
4	1.2	Practicing the skills of working on a task of the "group project" type.	3	---	Test, oral questioning	UC-1.1 UC-1.2
5	1.3	Practice online tests such as "yes-	6	---	Test, oral questioning	UC-1.1 UC-1.2

		no", "multiple-choice", "list ordering" and "inserting missing text".				
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4.3.2. List of Topics (Questions) Assigned for Independent Work as Part of Student Self-Study

№	Theme	Task	Competency	Indicators
1	2	3	4	5
1	Internet basics	Prepare for the oral interview	UC-1 Is able to search, critically analyze and synthesize information, apply a systematic approach to solve set tasks	UC-1.1 Searches, critically analyzes and synthesizes information necessary for solving set tasks UC-1.2 Applies a systematic approach to solving set tasks
2	Online collaboration	Prepare for testing	UC-1 Is able to search, critically analyze and synthesize information, apply a systematic approach to solve set tasks	UC-1.1 Searches, critically analyzes and synthesizes information necessary for solving set tasks UC-1.2 Applies a systematic approach to solving set tasks
3	Formation of skills for working in Internet learning systems	Prepare for testing	UC-1 Is able to search, critically analyze and synthesize information, apply a systematic approach to solve set tasks	UC-1.1 Searches, critically analyzes and synthesizes information necessary for solving set tasks UC-1.2 Applies a systematic approach to solving set tasks

4.4. Guidelines for Organizing Student Self-Study

Self-study of students is carried out using e-learning and distance learning technologies. Educational and methodological materials for self-study are available to students through the Internet learning system, which presents materials of lectures and practical tasks, interactive forms of training, examples of test tasks. Each student receives authorized access to the system. The Hecadem Internet Learning System is a platform for distance learning and learning using digital technologies of the Baikal International Business School of ISU (available at: <https://edu.buk.irk.ru>).

Self-study of students in the discipline "Fundamentals of Digital Literacy" is associated with work on educational material (lecture notes, educational and scientific literature), as well as recommended databases, information reference and search systems on the Internet and is focused on the development of a number of problematic issues, including the preparation of:

- a) to practical classes;
- c) formative assessment and summative assessment of the discipline.

Control over self-study is carried out when the student performs tasks from the fund of assessment materials of the discipline. Both the knowledge of students and the depth of understanding and the ability to isolate and interpret integral semantic structures, as well as the skills of independent search for the necessary information on the topic of the lesson and its critical assessment.

V. Educational, Methodological, and Information Support for the Discipline

a) Required Reading

1. Vayndorf-Sysoeva, M. E. Methods of distance learning: a textbook for universities / M. E. Vaindorf-Sysoeva, T. S. Gryaznova, V. A. Shitova; under the general editorship of M. E. Vaindorf-Sysoeva. — Moscow : Urait Publishing House, 2022. — 194 p. — (Higher Education). — ISBN 978-5-9916-9202-1. — Text : electronic // Educational platform Urait [site]. — URL: <https://urait.ru/bcode/469583>. Unlimited access
2. Pedagogical technologies of distance learning: a textbook for universities / E. S. Polat [et al] ; edited by E. S. Polat. — 3rd ed. — Moscow: Urait Publishing House, 2022. — 392 p. — (Higher education). — ISBN 978-5-534-13152-9. — Text: electronic // Educational platform Urait [site]. — URL: <https://urait.ru/bcode/496104>. Unlimited access.
3. Theory and Practice of Distance Learning: Textbook for Higher Educational Institutions / E. S. Polat [et al] ; edited by E. S. Polat. — 2nd ed., revised and supplemented — Moscow : Urait Publishing House, 2022. — 434 p. — (Higher Education). — ISBN 978-5-534-13159-8. — Text : electronic // Educational platform Urait [site]. — URL: <https://urait.ru/bcode/496105>. Unlimited access.

Further Reading

1. Internet 2022 in Russia and in the World: Statistics and Trends [Electronic resource] // vc.ru: ofitsial'nyi sait. — Electron. dan. Available at: <https://vc.ru/future/109699-internet-2020-v-rossii-i-mire-statistika-i-trendy> (accessed: 25.12.2021)
2. Churanov E. Statistics of the Internet and Social Networks for 2022 – Figures and Trends in the World and in Russia [Electronic resource] // Internet portal. — Electron. dan. Available at: <https://www.web-canape.ru/business/statistika-interneta-i-socsetej-na-2022-god-cifry-i-trendy-v-mire-i-v-rossii/> (accessed: 25.12.2021)
3. Reference system for SDO GEKADEM [Electronic resource] // SDO GEKADEM: Ofitsial'nyi sait sistemy. — Electron. dan. — URL: <https://edu.buk.irk.ru/help/index.htm>
4. Statsenko L.G., Kuzin D.A., Mirgorodskaya Yu.V., Smirnova M.M. "Fundamentals of Digital Literacy". Textbook. Moscow, KnoRus Publishing House, 2025 <https://www.elibrary.ru/item.asp?id=80370573>
5. Gorelov N. A., Korableva O. N. 2025, Grif UMO VO, Scientific School: St. Petersburg State

b) Databases, Search and Reference Systems, and Information Systems

1. ELS ECZ "Bibliotech". State Contract No 019 dated 22.02.2011 Bibliotech LLC. License Agreement No 31 dated 22.02.2011 Access address: <https://isu.bibliotech.ru/> Validity: from 22.11.2011 (unlimited access).
2. ELS "Rukont" Contract No 98 dated 11/13/2020; Act No bK-5415 dated 11/14/20 Valid until 11/13/2021. access: <http://rucont.ru/>
3. ELS "Lan Publishing House". LLC "Lan Publishing House". Information letter No 128 dated 09.10.2017 Validity period: indefinite. Access address: <http://e.lanbook.com/>
4. ELS "National Digital Resource "Rukont". Central Design Bureau "Bibkom". Contract No 04-E-0343 dated 12.11.2021 Access address: <http://rucont.ru/>
5. ELS "Ibooks.ru/ibooks.ru". LLC "Ibux". Contract No 04-E-0344 dated 12.11.2021; Act dated 14.11.2021. Access address: <http://ibooks.ru>

VI. Material and Technical Support for the Discipline

6.1. Educational and Laboratory Equipment

Name of Specialized Premises and Self-Study Premises	Equipment of Specialized Premises and Self-Study Premises	List of Licensed Software. Details of Supporting Document
Lecture hall for lecture-type classes	<p>The hall is equipped with specialized furniture for 48 students and technical teaching aids for presenting educational information to a large audience. The demonstration equipment set includes:</p> <p>1.PC HP Elite 8300 SFF i5 3470/4Gb/1Tb/DVD RV/kb/m/DOS/Sole noid Lock and Hood Sensor (RUS)</p> <p>2.Monitor Viewsonic TFT 20" VA2014WM glossy-black 5ms 20 00:1 250cd M/M</p>	<p>BASE INSTALLATION KIT FOR: Office 2007 Russian OpenLicensePack NoLevel AcademicEdition – contract with CJSC "Softline Trade" Tr026664 dated 17.05.2007 Project Standard 2007, Access 2007 - Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000023480 dated 19.05.2015 Windows operating systems under OEM pre-installation licensing programs, Microsoft MSDN AA academic collaboration programs. – contract with CJSC "Softline Trade" Tr017431 dated 15.05.2008 Windows operating systems under OEM pre-installation licensing programs, Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000031723 dated 05.08.2015 Antivirus software - Software rights for dr.Web Server Security comprehensive protection for 120 PCs (1 license per year) migration with additional purchase (LBW-BC-12M-120:119-C4) – contract with CJSC "Softline Trade" 13982/MOS2957 dated 22.01.2016 Archivers WinRAR: 3.x: Standard Licence - for legal entities, 100-199 licenses – contract with CJSC</p>

	<p>3. Projector Epson EB-1830</p> <p>4. Active speakers Genius SP-S110 black</p> <p>5. Video signal splitter Aten VS92A 2-port VGA</p> <p>It is equipped with educational visual aids and electronic presentations that provide thematic illustrations for all topics specified in the discipline's syllabus.</p>	<p>"Softline Trade" No. 15422/IRK11 dated 05.02.2010 Network client part: Software rights for Windows Server CAL 2012 Russian OLP NL Academic Edition Device CAL, 120 licenses – contract with CJSC "Softline Trade" 13512/MOS2957 dated 29.10.2015 Firewall, Proxy functionality - Software usage rights for Traffic Inspector GOLD discounted – contract with CJSC "Softline Trade" Tr044356 dated 27.08.2013 Software usage rights for Traffic Inspector GOLD Special renewal for 1 year – contract with CJSC "Softline Trade" Tr000112196 dated 29.09.2016</p>
<p>Room for seminar-type classes</p>	<p>The room is equipped with specialized furniture for 48 students and technical teaching aids for presenting educational information to a large audience. The demonstration equipment set includes:</p> <ol style="list-style-type: none"> 1. HP Elite 8300 SFF PC (i5 3470/4GB/1TB/DV DRV/keyboard/mouse/DOS/Solenoid Lock and Hood Sensor (RUS)) 2. Viewsonic TFT 20" VA2014WM glossy-black monitor (5ms, 20:1 contrast ratio, 250 cd/m², M/M) 3. Epson EB-1830 projector 4. Genius SP-S110 black active speakers 5. Aten VS92A 2-port VGA video signal splitter 	<p>BASE INSTALLATION KIT FOR: Office 2007 Russian OpenLicensePack NoLevel AcademicEdition – contract with CJSC "Softline Trade" Tr026664 dated 17.05.2007 Project Standard 2007, Access 2007 - Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000023480 dated 19.05.2015 Windows operating systems under OEM pre-installation licensing programs, Microsoft MSDN AA academic collaboration programs. – contract with CJSC "Softline Trade" Tr017431 dated 15.05.2008 Windows operating systems under OEM pre-installation licensing programs, Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000031723 dated 05.08.2015 Antivirus software - Software rights for dr.Web Server Security comprehensive protection for 120 PCs (1 license per year) migration with additional purchase (LBW-BC-12M-120:119-C4) – contract with CJSC "Softline Trade" 13982/MOS2957 dated 22.01.2016 Archivers WinRAR: 3.x: Standard Licence - for legal entities, 100-199 licenses – contract with CJSC "Softline Trade" No. 15422/IRK11 dated 05.02.2010 Network client part: Software rights for Windows Server CAL 2012 Russian OLP NL Academic Edition Device CAL, 120 licenses – contract with CJSC "Softline Trade" 13512/MOS2957 dated 29.10.2015 Firewall, Proxy functionality - Software usage rights for Traffic Inspector GOLD discounted – contract with CJSC "Softline Trade" Tr044356 dated 27.08.2013 Software usage rights for Traffic Inspector GOLD Special renewal for 1 year – contract with CJSC "Softline Trade" Tr000112196 dated 29.09.2016</p>

<p>Hall for group and individual consultations, formative and summative assessment</p>	<p>The hall is equipped with specialized furniture for 11 students, 5 workstations equipped with computers connected to the Internet and providing access to the Electronic Information and Educational Environment (EIOS) of FSBEI HE "ISU". Equipment: 1.5 workstations: System unit HP Compaq dc7800SFF Dual Core PE-2180, 4 Gb DDR2 PC6400, 160GB SATA 3.0 HDD 2.17.0" ViewSonic "VA703m" LCD display, 1280x1024, 8ms, TCO'03, silver-black (D-Sub, MM) 3. One Hewlett-Packard LaserJet 3055 All-in-One multifunction printer.</p>	<p>BASE INSTALLATION KIT FOR: Office 2007 Russian OpenLicensePack NoLevel AcademicEdition – contract with CJSC "Softline Trade" Tr026664 dated 17.05.2007 Project Standard 2007, Access 2007 - Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000023480 dated 19.05.2015 Windows operating systems under OEM pre-installation licensing programs, Microsoft MSDN AA academic collaboration programs. – contract with CJSC "Softline Trade" Tr017431 dated 15.05.2008 Windows operating systems under OEM pre-installation licensing programs, Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000031723 dated 05.08.2015 Antivirus software - Software rights for dr.Web Server Security comprehensive protection for 120 PCs (1 license per year) migration with additional purchase (LBW-BC-12M-120:119-C4) – contract with CJSC "Softline Trade" 13982/MOS2957 dated 22.01.2016 Archivers WinRAR: 3.x: Standard Licence - for legal entities, 100-199 licenses – contract with CJSC "Softline Trade" No. 15422/IRK11 dated 05.02.2010 Network client part: Software rights for Windows Server CAL 2012 Russian OLP NL Academic Edition Device CAL, 120 licenses – contract with CJSC "Softline Trade" 13512/MOS2957 dated 29.10.2015 Firewall, Proxy functionality - Software usage rights for Traffic Inspector GOLD discounted – contract with CJSC "Softline Trade" Tr044356 dated 27.08.2013 Software usage rights for Traffic Inspector GOLD Special renewal for 1 year – contract with CJSC "Softline Trade" Tr000112196 dated 29.09.2016</p>
<p>Room for student self-study work</p>	<p>It is equipped with specialized furniture for 10 students and computer hardware connected to the Internet with access to the ISU Electronic Information and Educational Environment (EIOS). 1. 10 units: ThinkCentre M80 Series SFF system unit kit: Intel® Core™ i3-540 Clarkdale 2.93GHz /</p>	<p>BASE INSTALLATION KIT FOR: Office 2007 Russian OpenLicensePack NoLevel AcademicEdition – contract with CJSC "Softline Trade" Tr026664 dated 17.05.2007 Project Standard 2007, Access 2007 - Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000023480 dated 19.05.2015 Windows operating systems under OEM pre-installation licensing programs, Microsoft MSDN AA academic collaboration programs. – contract with CJSC "Softline Trade" Tr017431 dated 15.05.2008 Windows operating systems under OEM pre-installation licensing programs, Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration programs. – contract with CJSC "Softline Trade" Tr000031723 dated 05.08.2015</p>

	1333MHz / Dual Core™ / 4M/73W / LGA 1156/32nm / 4GB PC3-10600 SDRAM x 2 / 250 GB, 7200RPM SATA / DVD RW 2.10 units: 20.0" ViewSonic "VA2013w" LCD monitor, 1600x900, 5ms, TCO 03, black (D-Sub) 3. HP LaserJet 5000N printer, A3, 22ppm, 32 MB, 250 & 500 sheet feeder, JetDirect 615n print server 4. HP LaserJet 5100th printer, A3, 22ppm, 32 MB, 250 & 500 sheet feeder, JetDirect 615n print server	Antivirus software - Software rights for dr.Web Server Security comprehensive protection for 120 PCs (1 license per year) migration with additional purchase (LBW-BC-12M-120:119-C4) – contract with CJSC "Softline Trade" 13982/MOS2957 dated 22.01.2016 Archivers WinRAR: 3.x: Standard Licence - for legal entities, 100-199 licenses – contract with CJSC "Softline Trade" No. 15422/IRK11 dated 05.02.2010 Network client part: Software rights for Windows Server CAL 2012 Russian OLP NL Academic Edition Device CAL, 120 licenses – contract with CJSC "Softline Trade" 13512/MOS2957 dated 29.10.2015 Firewall, Proxy functionality - Software usage rights for Traffic Inspector GOLD discounted – contract with CJSC "Softline Trade" Tr044356 dated 27.08.2013 Software usage rights for Traffic Inspector GOLD Special renewal for 1 year – contract with CJSC "Softline Trade" Tr000112196 dated 29.09.2016
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6.2. Software:

The university is provided with the necessary set of licensed and freely distributed software, including domestic production:

1. Basic installation kit for: Office 2010 Services for granting the right to use the Microsoft Desktop Edu ALNG LicSAPk OLV E 1Y Acdmc Ent. program, 39 licenses for the ISU BMBSH. Contract No. 03-K-1131 dated November 29, 2021 KOSGU 226.4
2. Project Standard 2007, Access 2007 – ISU Azure Dev Tools for Teaching subscription (Visio, Project) 1 Year. Microsoft Corporation, One Microsoft Way, Redmond, WA 98052. Expiration Date March 31, 2023.
3. Microsoft Project Professional 2010, ISU Azure Dev Tools for Teaching subscription (Visio, Project) 1 Year. Microsoft Corporation, One Microsoft Way, Redmond, WA 98052. Expiration Date March 31, 2023.
4. Windows 7, Windows 10 operating systems – Services for granting the right to use the Microsoft Desktop Edu ALNG LicSAPk OLV E 1Y Acdmc Ent. program, 39 licenses for the ISU BMBSH. Contract No. 03-K-1131 dated November 29, 2021 KOSGU 226.4
5. Antivirus software - Dr.Web renewal Contract No. Tr000582689/03-E-0043 dated February 5, 2021, invoice No. Tr000582689 dated February 8, 2021
6. WinRAR archivers: 3.x: Standard Licence - for legal entities 100-199 licenses – Appendix No. 1 to contract No. 15422/IRK11 CJSC "Softline Trade" dated February 5, 2010
7. Network client part – Software rights for Windows Server CAL 2012 Russian OLP NL Academic Edition Device CAL 120 licenses - invoice Tr000051059 CJSC "Softline Trade" dated October 27, 2015
8. Firewall, Proxy functionality – Software usage rights for Traffic Inspector GOLD discounted invoice Tr005456 CJSC "Softline Trade" dated August 27, 2013
9. Traffic Inspector GOLD Special* for 5 years Contract RSZ-0000276 dated November 16, 2021 KOSGU 226.4 License renewal

6.3. Technical and Electronic Learning Tools

Multimedia Equipment and Other Technology for Presentation of Educational Material:

1. Desktop PC HP EliteDesk 800 G4 SFF Intel Core i5 8500 (3Ghz)/8192Mb/1000Gb/DVDrw/warranty 3y/W10Pro +V
2. ViewSonic 21.5" VA2245a monitor - LED [LED, 1920x1080, 10M:1, 5ms, 170° horizontal, 160° vertical, D-Sub]
3. NEC M420X LCD projector, 4200 ANSI Lumens, XGA, 2000:1 contrast, lamp 3500h (Eco mode), HDMI, USB Viewer, RJ-45, 10W, 3.6 kg
4. Jetbalance JB-115U 2.0 black speakers (4W)
5. Aten VS92A 2-port VGA video signal splitter

List of Licensed Software Used:

1. Office 2010 under the academic collaboration program with Russian Microsoft Desktop Education AllLng License/Software Assurance Pack Academic OLV 1License LevelE Enterprise.
2. Project Standard 2007, Access 2007 – under the Microsoft DreamSpark Premium Electronic Software Delivery academic collaboration program.
3. Microsoft Project Professional 2010, Microsoft Visio Professional 2010 under the Microsoft Imagine Standard Electronic Software Delivery academic collaboration program with the assistance of the ISU Computer Center (CNIT ISU).

VII. Educational Technologies

In accordance with the requirements of the Federal State Educational Standards of Higher Education in the Major 27.03.05 “Innovatics” field of study 38.03.02 "Management", specialization: “Management of Innovative and IT Projects and Products”, the implementation of the competency-based approach provides for the widespread use of active and interactive forms of conducting classes in the educational process (computer simulations, business and role-playing games, analysis of specific situations) in combination with extracurricular work in order to form and develop professional skills students. The training course includes meetings with representatives of Russian companies, state and public organizations, master classes by experts and specialists.

Teaching the discipline "Б1.Б.10 Fundamentals of Digital Literacy" involves the use of the following educational technologies:

- conducting classroom classes using multimedia technologies, audio and video materials;
- the use of a problem-oriented approach through self-study;
- test technologies on the remote platform of the BMBS LMS "Hecadem";
- the use of interactive training technologies, such as group discussion, work in small groups;
- conducting master classes with specialists;
- performance of tests and self-study by students.

Distance technologies used in the implementation of various types of educational work:

- individual communication with students through the teacher's e-mail;
- use of the educational portal of ISU <https://educa.isu.ru/> and the platform of the BMBS "Hecadem" to organize current monitoring of progress and attendance.

Distance technologies in the development of disciplines are used using the educational portal of Irkutsk State University (access address: <http://educa.isu.ru>) and the platform of the BMBS LMS "Hecadem" (access address <https://edu.buk.irk.ru/>). Texts or video recordings of lectures, tasks for practical classes are posted by disciplines in the relevant sections of the specified information portal of the BMBS ISU.

VIII. Materials for Formative and Summative Assessment

8.1. No entry tests are required.

8.2. Materials for formative assessment and summative assessment

The purpose of assessment tools for formative assessment and summative assessment is to identify the formation of competencies in accordance with the table below.

№	Formats of Assessment Tools	Assessed Themes (Sections)	Assessed Competencies/ Indicators
1	2	3	4
1	Oral questioning	Topic 1,2,3	UC-1.2, UC 1.1
2	Test	Topic 1,2,3	UC-1.2, UC 1.1
3	Summative assessment - credit	Topic 1,2,3	UC-1.2, UC 1.1

8.3. Types of assessment tools used for formative assessment and summative assessment

The list of assessment tools used to assess competencies at various stages of their formation, as well as a brief description of these tools, is given in the table

	Assessment tool	Brief description of the assessment tool	Assessment materials
1.	Oral questioning	A means of control at a practical lesson, organized as a special conversation between the teacher and the student on topics related to the discipline being studied, and designed to find out the amount of knowledge of the student on a certain section, topic, problem, etc. It can be used to assess the skills, abilities and (or) experience of students.	Questions for oral questioning on the topics (sections) of the discipline
2.	Test	A system of standardized tasks that allows you to automate the procedure for measuring the level of knowledge and skills of a student. Performed by a student in the LMS "Hecadem"). The number of questions in the test is at least 20, the time for completion is not limited, the number of attempts is 1. It can be used to assess the knowledge and skills of students	List of test tasks
3.	Credit	Summative assessment and formed competencies are determined on the basis of the results of formative assessment.	---

8.4. Criteria for assessing the formation of competencies during summative assessment and formative assessment

Oral questioning

Grading scale	Characteristics of the result (answer)	Level of competency development
86 – 100 points	The student's answer reflects the main concepts and theories on this issue, their critical analysis and comparison, the described theoretical provisions are illustrated with practical examples and	High

	empirical data. Students formulate and substantiate their own point of view on the stated problems, the material is presented in professional language using the appropriate system of concepts and terms	
70 – 85 points	In the student's answer, the main modern concepts and theories on this issue are described and compared, the described theoretical provisions are illustrated with practical examples, the student formulates his own point of view on the stated problems, but he experiences some difficulties in its argumentation. The material is presented in professional language using the appropriate system of concepts and terms	Basic
61 - 70 points	The student's answer reflects only some modern concepts and theories on this issue, the analysis and comparison of these theories is not carried out. The student experiences significant difficulties in illustrating theoretical provisions with practical examples. The student does not have his own point of view on the stated problems. The material is presented in professional language using the appropriate system of concepts and terms	Minimum
0 – 60 points	The student's answer does not reflect modern concepts and theories on this issue. The student cannot give practical examples. The material is inconsistent and illogical, the concepts and terms of the relevant scientific field are not used. The answer reflects the system of non-professional ideas of the student to the stated problem, the student cannot name a single scientific theory, does not give a definition of basic concepts.	Competencies are not formed

Test

Grading scale	Characteristics of the result (answer)	Level of competency development
86 – 100 points	The percentage of correctly solved test tasks is 86 – 100% of the total volume of tasks in the test.	High
70 – 85 points	The percentage of correctly solved test tasks is 70 - 85% of the total volume of tasks in the test.	Basic
61 - 70 points	The percentage of correctly solved test tasks is 61 - 70% of the total volume of tasks in the test.	Minimum
0 – 60 points	The percentage of correctly solved test tasks is 0 – 60 of the total volume of tasks in the test.	Competencies are not formed

Summative assessment in the form of a test

Grading scales		Assessment criteria	Level of competency development
86 – 100 points	"Passed"	The student has mastered the educational material of the discipline, exhaustively, consistently, competently and logically	High

		presents it, does not find it difficult to answer when modifying the question, does not make mistakes	
70 – 85 points		The student has mastered the educational material of the discipline, presents it exhaustively, consistently, competently and logically harmoniously, does not find it difficult to answer when modifying the question, does not make gross mistakes	Basic
61 - 70 points		The student has mastered the educational material of the discipline, exhaustively, consistently, competently and logically presents it, finds it difficult to answer when modifying the question, does not make gross mistakes	Minimum
0 – 60 points	"Not Passed"	The student has not mastered certain sections of the educational material of the work program of the academic discipline, makes significant mistakes, and presents the key provisions of the discipline with great difficulty.	Competencies are not formed

8.5. Demonstration versions of assessment tools for formative assessment

8.5.1. Test task

1. What is digital security?

A. This is the process of installing security software on a computer.

B. Safeguards and technologies designed to protect data and devices from digital threats.

C. Internet Identity System.

D. No use of electronic devices outside the home.

2. You received a call from the delivery service and asked for your bank card number to confirm the order. What should you do?

A. I will tell you the card number.

B. I will tell you only the first four digits of the card number.

C. I will not provide any data and will call the store support service back on my own.

D. Hand over the card to the courier in person upon delivery of the goods.

3. You have received an email from the bank with a request to immediately change your password on the bank's website by clicking on the link inside the letter. What will you do?

A. I will immediately follow the link and change the password.

B. I will go to the official website of the bank on my own and change the password there.

C. I will ignore the letter - it probably came from a scammer.

D. I will send a letter to the bank's technical support for verification.

4. Your friend sent a message with an offer to click on a strange link promising a discount on a new smartphone. What are your next steps?

A. Open the link and use the discount.

B. I will ask a friend why he sent such a link.

C. I will advise a friend to check the computer for viruses.

D. Just delete the message.

5. When registering on a new resource, you are offered to choose a simple short password. Which option is preferable?
- A. **Choose a complex unique password that is longer than eight characters.**
 - B. Reuse an old familiar password.
 - C. Use the service prompt and create an easy-to-remember password.
 - D. Leave the field blank and continue registration later.
6. You have noticed a suspicious app on your smartphone that you haven't installed before. What should you do?
- A. Manually stop the app and continue using the phone.
 - B. **Check the list of installed applications and remove questionable programs.**
 - C. I will continue to use the phone until the program begins to interfere with the operation of the system.
 - D. Contact the police with a statement about the theft of data.
7. I receive an SMS message with information about winning a large amount of money, which can be withdrawn by providing passport details. What is your reaction?
- A. I will invite my friends to participate in the raffle together.
 - B. I will come to the specified address and present the required documents.
 - C. I will call the specified number and clarify the details of the promotion.
 - D. **Understand that these are scammers and ignore the message.**
8. You received an offer to install a free program to optimize the performance of your PC. Do I need to agree?
- A. I'll install it, because optimization is useful for any computer.
 - B. Download the program from the official app store.
 - C. Check the reputation of the program developer on the Internet.
 - D. **I will not install anything, considering it a potentially dangerous action.**
9. You have been asked to confirm your purchase order by phone by giving the code from the SMS. Should I dictate this code to the caller?
- A. Yes, because proof of purchase is mandatory.
 - B. **No, the code must be entered exclusively by you on the official website of the seller.**
 - C. I will only give the first digit of the code to make sure that the call is true.
 - D. Let the delivery employee enter the code in his system.
10. You suspect that your social media account has been hacked. What will you do first?
- A. I will contact the administration of the resource and tell you about the situation.
 - B. **Change the password and activate two-factor authentication.**
 - C. I will try to regain control of my account using backup mail.
 - D. I will block my page permanently.
11. You bought an item on the marketplace, the seller asks you to transfer money directly to a bank card, bypassing the site's payment system. What is your solution?
- A. I will agree and transfer the money to the seller directly.
 - B. I will proceed cautiously, but I will agree, since the price is below the market price.
 - C. **I will inform the administration of the site about such a violation of the trading rules.**
 - D. I will make a purchase in another store, even if it is more expensive.
12. You notice a pop-up warning window that your system is infected with a virus and you are prompted to download a special cleaning utility. What will you choose?
- A. I'll download the recommended utility and run a check.

- B. Close the browser and check for operating system updates.**
- C. Reinstall the operating system.
- D. Never encountered such a window before, so I will continue to work.

13. The buyer received a notification from AliExpress asking her to confirm her data on a third-party site. Correct behavior?

- A. I will provide the requested data to save my account.
- B. Will contact the official AliExpress customer service for consultation.**
- C. Decline the prompt and reinstall the store apps.
- D. I will try to log in to a third-party resource through a VPN service.

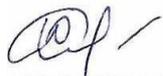
14. I received email notifications about suspicious attempts to log in to your account. The best course of action?

- A. Go to your account settings and change your password, turn on two-step verification.**
- B. Quickly delete all notifications received.
- C. Check your account activity history for unwanted logins.
- D. Read the site guidelines and follow the safety instructions.

8.5.2. Questions for oral questioning

1. Outline the main steps in solving a test task in Internet learning systems.
2. Outline the main steps in the formation of a user questionnaire (profile) in Internet learning systems.
3. What are the basic steps for sending files in e-learning systems?

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The program is developed in accordance with the requirements of the FSES of HE for the major 27.03.05 Innovatics, specialization "Management of Innovative and IT Projects and Products".

The program was reviewed at the meeting of the Strategic and Financial Management Department on March 21, 2025, Protocol No 9.

Department Chair



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