Introduction to Information Technology 1

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1. Course Description

In this course, practices for learning skills to use Information-Communication Technology (ICT) are conducted in one of the Computer Laboratory (CL) rooms in the Utsunomiya campus, Teikyo university. You will learn proper attitudes toward the information society on the basis of skills to use information and computers, knowledge about the information society, and abilities of communication, which have been learned in the high school or the former schools. They serve as a basis for abilities in the curriculum policy 3. Each class is comprised of lecture by the lecturer and practices using a computer by yourself.

2. Course Objectives

In this course, you will learn skills to use ICT, which is indispensable both in the university and everyday life. You will be required to master the following skills and attitudes through the course.
* You can understand basic operations of computers. You can manage files and use network printers.
* You can use a Learning Management System (LMS), a support system both for students and a lecturer.
* You can type characters without watching a keyboard (touch typing).
* You can receive and send e-mails. You can compose proper contents for e-mails.
* You can retrieve, collect, analyze, and adapt information required in problem solving.
* You can compose documents such as reports and articles, using a word-processor software.
* You can perform basic data processing and compose graphs using a spreadsheet software.
* You can perform oral presentation using a presentation software.
* You can understand issues regarding information morals and ethics. You can respect manners, lows, and other persons' rights.

3. Grading Policy

Your grade will be assessed by evaluating your works in each practice (operation of the LMS 5%, e-mails 5%, presentation to introduce yourself 5%, the spreadsheet software 5%, the word-processor software 5%, and information morals and ethics 5%), responses in three tasks (the spreadsheet software 10%, the word-processor software 10%, and the final report 30%), and the performances in two examinations (a typing examination 10%, and an examination of information ethics 10%).
To earn the credits, you must satisfy the following five conditions.
(1) You must attend the specified number of lectures.
(2) You must submit the responses to all the tasks and pass them.
(3) You must perform the presentation.
(4) You must take and pass the typing examination.
(5) You must take and pass the examination of information information ethics.
You will receive elucidations for your output in the practices and tasks in some classes. You will individually receive evaluations on the LMS.

4. Textbook and Reference

Textbook
All the materials are provided in the LMS.

5. Requirements(Assignments)

You can access the material for each class in the LMS a week before. Check it in before each class. An exercise is provided in each class, which must be completed before the next.

6. Note

This course has practices. You must not be late for or absent in classes. In case of having illness, accident or any other matter prevents you, request instructions to the lecturer. And show a document describing the reason, if possible.

7. Schedule

[1]   Introduction (You will confirm procedures in learning this course and learn how to use the CL, basic operations of a computer and management of IDs and passwords)

[2]   An Information System Supporting Learning (You will learn basic operations of the LMS)

[3]   E-mails and Information Retrieval (You will learn how to use e-mails and the manners, and basic strategies in information retrieval)

[4]   Typing and a Presentation Software (You will learn how to develop your typing skill for mastering touch typing and how to use a presentation software)

[5]   Presentation to Introduce Yourself and Information Ethics (1) (You will perform oral presentation and learn manners in using online communication services)

[6]   Presentation to Introduce Yourself and Information Ethics (2) (You will perform oral presentation and learn manners in writing reports)

[7]   File Management and Use of a Spreadsheet Software (1) (You will learn file management and how to use a spreadsheet software)

[8]   Use of a Spreadsheet Software (2) (You will practice data-processing and graph composition in a spreadsheet software)

[9]   Typing Examination (1) and Information Ethics (3) (You will take a typing examination and learn about troubles in in using online communication services)

[10]   Document Composition (1) (You will learn basic usage of a word-processor software)

[11]   Document Composition (2) and Information Ethics (4) (You will practice composition of a document incorporating figures and graphs and learn about information security)

[12]   Information Morals and Ethics (4) (You will learn about information morals and ethics, and laws on information-communication)

[13]   Mastering Report (1) (You will compose a document to communicate with people by adapting what you have learned)

[14]   Mastering Report (2) (You will complete a final report by improving the document composed at the previous lecture)

[15]   Typing Examination (2), Examination of Information Ethics and Conclusions (You will take examinations of typing and information ethics)