

Introduction Technology 2

to Information

Syllabus Number

8E104

Major Course: Basic

Elective 2 credit

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1. Course Description

In this course, practices for enhancing skills to use Information-Communication Technology (ICT), which you had mastered in Introduction to Information Technology 1, are conducted in one of the Computer Laboratory (CL) rooms in the Utsunomiya campus, Teikyo university. You will acquire abilities to gather and process information, and to transmit and communicate information with proper representation. You will also learn meanings of explicitly and objectively representing problem solutions by experiencing having a computer solve problems. They serve as a basis for abilities in the curriculum policy 3. Each class is comprised of a lecture by the lecturer and practice using a computer by yourself.

2. Course Objectives

In this course, you will enhance skills to use ICT, which you had mastered in Introduction to Information Technology 1. You will be required to master the following skills and attitudes through the course.

- * You can quickly type characters without watching a keyboard (touch typing).
- * You can understand the idea of physical and logical structures in information representation. You can compose a good document based on the structures.
- * You can compose and perform good oral presentation while adjusting it to audiences.
- * You can perform problem solving in a group. You can record things in it. You can report the processes and outcomes in it.
- * You can explain meanings of explicit and objective representation of problem solutions so the solutions can be effectively executed by people and computers.

3. Grading Policy

Your grade will be assessed by evaluating products in each practice (document composition 5%, presentation skill 5%, peer-review of presentation 5%, problem solving in a computer 10%), the performance in presentation of problem-solving practices (15%), contribution in group work (15%), the performance in the final task (35%), and the performance in typing examination (10%). To earn the credits, you must satisfy the following five conditions.

- (1) You must attend the specified number of or more classes.
- (2) You must join group work in problem-solving practices and perform presentation.
- (3) You must submit a report for an exercise in problem solving in a computer.
- (4) You must take typing examination.
- (5) You must submit the response to the final task and pass it.

You will receive elucidations for your output in the practices and tasks in some lectures. 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, how to develop your typing skill, and how to use e-mails)
- [2] Document Composition (1) (You will learn the idea of structures in information representation, and compose a document with styles)
- [3] Presentation Skill (1) (You will learn some methods to perform good presentation)
- [4] Presentation Skill (2) (You will practice composition of presentation by adapting what you learn in the third class)
- [5] Problem-Solving Practice (1) (You will learn procedures in problem solving, decide your subject matter, and conduct group work)
- [6] Problem-Solving Practice (2) (You will resume the problem-solving practice)
- [7] Problem-Solving Practice (3) (You will prepare presentation of the problem-solving practices to share your group's work)
- [8] Presentation (1) (You will perform presentation to share your group's work)
- [9] Presentation (1) (You will perform presentation if your group does not do in the eighth class)
- [10] Peer-Review of Problem Solving Practices (You will reflect your presentation and review other groups)
- [11] Representation of Problem Solving in a Computer (1) (You will practice having a computer solve a problem)
- [12] Representation of Problem Solving in a Computer (2) (You will resume the practice and learn explicit and subjective representation of problem solving)

- [13] Final Report (1) (You will compose a report of your problem-solving practices to share information retrieved and ideas created on your own)
- [14] Final Report (2) (You will complete your final report by improving the report at the previous lecture in terms of objective information representation)
- [15] Typing Examination and Conclusions (You will take examinations of typing, and you will learn how to involve yourself in ICT)