

Introduction Technology 1

to Information

Syllabus Number

1H101

Basic Major Subjects

Requisites 2 credit

MAKITA Masashi

1. Course Description

In this course, students will acquire the writing technique to make technological reports. In addition, practice based on group work and acquire communication skills. In this course, you will acquire techniques related to the Diploma Policy 5.

2. Course Objectives

- Students can analyze and evaluate information by utilizing the acquired information processing technology, and summarize the contents into technical documents and presentation.
- Students can communicate with other students by creating technical documents and presentations.

3. Grading Policy

Grades will be evaluated by each assignment (20%), intermediate / final assignment (60%), presentation (20%).

4. Textbook and Reference

Textbook

We will distribute printouts in each class.

5. Requirements(Assignments)

Please do not be absent or be late for practical training.

6. Note

7. Schedule

- [1] Overview
- [2] Basic operation of Windows and character input
- [3] How to use E-mail, Internet
- [4] Internet information ethics, Security
- [5] Presentation software: Create tables and diagrams
- [6] Presentation software: Presentation 1
- [7] Presentation software: Presentation 2
- [8] Presentation software: Intermediate assignment
- [9] Spreadsheet software (basic): Basic operations
- [10] Spreadsheet software (basic): Create table 1
- [11] Spreadsheet software (basic): Create table 2
- [12] Spreadsheet software (basic): Create graph 1
- [13] Spreadsheet software (basic): Create graph 2
- [14] Spreadsheet software (basic): Intermediate assignment
- [15] Final assignment and summary