

# Basic Practice of Information 1

Syllabus Number

7A105

Common Core Courses

Requisites 1

credit

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## 1. Course Description

The main target audience is beginners in computer operation, and will acquire the basics for understanding and utilizing information and communication technology (ICT). Lectures and practical training will be given to ensure the knowledge acquired by high school and to acquire an appropriate attitude to participate in the information society.

In this class, you will acquire knowledge, techniques, and attitudes regarding the degree awarding policy DP1.

## 2. Course Objectives

Students will study with the goal of firmly solidifying the basic knowledge of information acquired by high school and acquiring the following ICT skills necessary for university study and social life.

- Can perform basic computer operations (file management, printer operations, etc.).
- You can study by utilizing the learning support information system (LMS).
- You can create reports and treatises using word processing software.
- Information can be analyzed, evaluated, and organized using spreadsheet software.
- You can learn presentation techniques and make presentations.
- Understand information morals and security, and be able to use the network.
- Information can be analyzed, evaluated and organized.
- You can search and use the information necessary for solving problems.

## 3. Grading Policy

Evaluation will be made at a rate of 50% for submitted assignments, 30% for acquisition exams, 10% for typing tests, and 10% for typing effort results.

However, the following conditions must be met in order to be evaluated.

- Submitting a designated assignment. (In principle, we will practice each time and ask you to submit an assignment.)
- A passing score (60%) has been obtained in the acquisition test.
- Smooth typing is possible. (Tests to measure the outcome of typing efforts in the middle and end of the year)

The submitted assignments will be evaluated individually on the LMS, and an overall explanation will be given in the class.

## 4. Textbook and Reference

Textbook

All texts and teaching materials will be posted on the LMS.

## 5. Requirements(Assignments)

Every lesson is new. Please do a thorough review. (half an hour)

We will distribute assignments and practice files for typing practice, so please practice touch typing repeatedly. (It is desirable to continue even a little every day. 10 to 30 minutes)

Each text will be posted on the LMS in advance. Please check before class. (half an hour)

## 6. Note

This is a hands-on class, so please be careful not to be late or absent.

## 7. Schedule

- [1] Introduction: How to proceed with classes, basic PC operations, ID and password management
- [2] Basics of PC operation: How to register for courses and basic knowledge of computers
- [3] Touch typing basics and presentation basics Creating self-introduction slides  
Preparation: Think about the points of self-appearance.
- [4] Presentation presentation and touch typing practice
- [5] Introduction to the Internet, utilization of services, and information moral security  
Preparation: Please check how to use the Internet on a daily basis.
- [6] Document creation Basic 1 Basic explanation of Word and character decoration / formatting
- [7] Document creation Basic 2 Table creation and adjustment
- [8] Document creation Basic 3 Figure creation and use for documents
- [9] Document creation Basic 4 Image capture and character transformation
- [10] Document Creation Basic 5 Comprehensive Exercise  
Preparation: Please read and confirm each text about Word.
- [11] Spreadsheet Basic 1 Basic explanation of Excel and creation of a simple table
- [12] Spreadsheet Basic 2 Functions and Formatting
- [13] Spreadsheet Basic 3 Creating tables and graphs according to the purpose
- [14] Spreadsheet Basic 4 Operations between sheets, functions, and application of formats
- [15] Test, Summary (Exercise for touch typing and spreadsheet acquisition test and its follow-up)  
Preparation: Please read the text of each spreadsheet carefully and organize the points.