Basic Practice of Information 2

Syllabus Number 7A106
Common Core Courses
Requisites 1 credit

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1. Course Description

Lectures and practical training will be given to those who have already taken Basic Information Exercise 1 with the aim of acquiring more advanced information and communication technology (ICT) technology and knowledge. In order to utilize the computer as a convenient tool, you will deepen the skill of each software and acquire the knowledge to safely collect and transmit information from the Internet.
In this class, you will acquire knowledge, techniques, and attitudes regarding the diploma policy DP1.

2. Course Objectives

Students will study with the goal of acquiring the following ICT skills based on the basics learned in Information Basics 1.
・Can create documents that are effective in practice.
・Applicable methods and macros (VBA) for efficient use of spreadsheets can be used.
・Using presentation software, you can use it in an easy-to-understand and persuasive manner.
・Safe and efficient information can be collected using the Internet.

3. Grading Policy

Evaluation is made at a rate of 60% for assignments, 30% for acquisition exams, and 10% for typing effort assignments.
However, the following conditions must be met in order to be evaluated.
・Submitting a designated assignment report. (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.
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)

Each lesson becomes increasingly complex. 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] Document creation Application 1 Creation of complicated documents using image data
Preparation: Read the Word text of Information Basic 1 and organize the points.
[2] Document creation Application 2 Composite figures created in Word
[3] Document creation Application 3 Address creation and utilization of insertion
[4] Document creation Application 4 Convenient functions useful in practice
[5] Spreadsheet Application 1 Convenient function for efficient table creation
[6] Spreadsheet Application 2 Interlocking text boxes and cells and comprehensive exercises
[7] Spreadsheet Application 3 Graph Application
[8] Spreadsheet Application 4 Mechanism of time calculation
[9] Spreadsheet application 5 Function application
[10] Spreadsheet application 6 Time calculation application exercise
[11] Spreadsheet application 7 Use of macros
[12] Spreadsheet application 8 VBA basics and user-defined functions
[13] Presentation Application 1 Persuasive slide design
Preparation: Create a work with a free theme. Think about the theme.
[14] Presentation Application 2 Setting of special effects
Preparation: Please collect the materials necessary for creating a free theme work.
[15] Test, Summary (Presentation application acquisition test and exercises for its follow-up will be conducted.)
Preparation: Please bring the materials necessary for creating a free theme work.