Introduction to Information Technology 1

Syllabus Number 3F101
Basic Major Subjects
Requisites 2 credit
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1. Course Description

It is important to understand ICT(Information and Communication Technologies) and acquire skills of ICT for us in the information-based society. This course aims to improve students' use and understanding of information technology in order to study and live on campus. Students will reinforce and enhance what they learned in their high school subject "Information", i.e., practical ability to utilize information, a scientific understanding of information, and an attitude of wanting to participate in the information society. Especially, students will achieve mastery of their own computers for learning in the university. Also, students are expected to establish good relationships with their friends through the course.
This course is related to diploma policy DP2.

2. Course Objectives

The aim of this course is to help students acquire information technologies. To be precise, at the end of the course, students are expected to do following:
- To learn using the LMS(learning management system) and other systems for learning.
- To touch type, do basic operation of computers and use printers.
- To use word-processing software, spreadsheets, E-mail and web browsers.
- To do presentation using presentation software.
- To take a right attitude in terms of information ethics and information moral.
- To explain basic words on computer networks, information systems and information technology.

3. Grading Policy

The criteria for passing are following:
(1) To be accepted submissions of required reports.
(2) To do required presentation.
The final grade of students who passed will be calculated according to the following process:
reports 35%, quizzes including the end-of-term quiz 30%,check sheets and video access 10%, presentation and portfolio 20% and typing test 5%.
Feedbacks on reports are given via LMS.

4. Textbook and Reference

Textbook
Toshio Okamoto supervising Newly revised edition “よくわかる情報リテラシー Gijutsu-Hyohron Co., Ltd. ISBN978-4-7741-9142-3

5. Requirements(Assignments)

Learning materials will appear on LMS a week before the class. Prepare for a class well using LMS. After every class, students will get home works, for example quizzes or reports. Do the home works before the next class. Approximately, the preparation will take an hour and the home work and review will take two hours.

6. Note

The course is conducted in Japanese.

7. Schedule

[1] Introduction.
[2] Use of e-mail and video chat system.
[3] File management and touch-typing.
[4] Smartphone applications, and office software.
[5] Use of printers and document creation.
[6] Computer network and drawing.
[7] Computer network and practice quizzes.
[8] Basics of spreadsheets.
[9] Problem solving activity (1): Procedures of problem solving.
[10] Problem solving activity (2): Method of presentation.
[11] Problem solving activity (3): Preparation of presentation.
[12] Recording of presentation.
[13] Presentation and peer review.
[14] Review of presentation and e-portfolio.
[15] Peer review of e-portfolio and final tests.