

Introduction Technology 1

to Information

Syllabus Number

5A101

Basic Major Subjects

Requisites 2 credit

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1. Course Description

The outline of this course is basic handling of computers, word processing softwares, spreadsheets, e-mails, and the Internet. In this lesson, you will acquire knowledge, techniques, and attitudes about DP1 and DP2.

2. Course Objectives

By the end of the course, students should be able to do the following:

- (1) Explain basics of computer technology and basic usage of practical software.
- (2) Operate practical software.

3. Grading Policy

Your final grade is determined based on your submission (100%)

The report file is required to be submitted online every lesson.

This is a hands-on class focusing on computer proficiency.

Feedback on last issue is given at the beginning of the lesson.

4. Textbook and Reference

Textbook

Handouts will be distributed each time.

5. Requirements(Assignments)

6. Note

7. Schedule

- | | |
|------|---|
| [1] | Computer basics - basic operation |
| [2] | Basics of word processors - basics of Japanese input |
| [3] | Basics of word processors - character input, Japanese input, editing function |
| [4] | Basics of word processors - formatting |
| [5] | Basics of word processors - formula |
| [6] | Basics of word processors - creating figures |
| [7] | Basics of spreadsheet - spreadsheet |
| [8] | Basics of spreadsheet - function |
| [9] | Basics of spreadsheet - graph (1) |
| [10] | Basics of spreadsheet - graph (1) |
| [11] | E-mail |
| [12] | The internet - connection, website browsing |
| [13] | The internet - information retrieval (1) |
| [14] | The internet - information retrieval (2) |
| [15] | Basics of slide creation |