

# 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  |