Introduction to Information Technology 1

Syllabus Number 4B101
Basic Major Subjects
Requisites 2 credit

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1. Course Description

Understand the necessity of information processing by information engineering engineers, acquire skills of utilization and processing of information, and acquire the method of making engineering technical documents. As information literacy which all students should have in common, we teach basic usage of office type software and web browser, organic cooperation method among them, basic way of using hardware in a practical form . It aims to acquire the information processing ability necessary as a science and engineering technician by this. In this lesson, we mainly acquire knowledge about DP2.

2. Course Objectives

The studies of the understanding the necessity of information processing and learning to create engineering technical documents.

3. Grading Policy

The results from LMS content, exercise report report should be over 60% is passed.

4. Textbook and Reference

Textbook
Nothing.

5. Requirements(Assignments)

Prepare for contents of subjects as necessary by LMS, etc. as necessary. Reviewing deliverables, LMS, and summarizing key points in notes, etc. (30 minutes).

6. Note

Nothing.

7. Schedule

[1] Outline of necessity of information processing etc. by academics and engineers, basic operation such as how to submit online report
[2] Easy text input and object insertion (mathematical formula input)
[3] Simple data processing and graphization by spreadsheet software
[4] Creating a document with drawings and tables 1 (pasting tables and graphs with OLE by spreadsheet software)
[5] Creating slides for presentation from documents with drawings and tables 1
[6] Searching for homepages by browser, exercises for quoting in documents
[7] Fabrication of graphs from experimental data (by technical graphing application)
[8] Data processing by spreadsheet software 1 (statistical processing and linear regression)
[9] Data processing by spreadsheet software 2 (numerical integration and spline interpolation)
[10] Data processing by spreadsheet software 3 (linear simultaneous equations and nonlinear equations)
[11] Create documents with diagrams and tables 2 (through clipboard or OLE)
[12] Creation of document 3 with diagrams and tables (Organization of experimental data by spreadsheet software)
[13] Creation of document 3 with drawings and tables (pasting text and experiment data)
[14] Quote home page search result into document as document
[15] Creating slides for presentation of documents with drawings and tables 2