Tsuyama College		Year	2020		Course Title	Information Literacy		
Course Informati	on							
Course Code	0014			Course Category	Specializ	red / Compulsory		
Class Format	Class Format Lecture				School C	School Credit: 2		
Department	Department of Integrated Science and Technology Communication and Informations System Program		on and	Student Grade	1st	1st		
Term	Year-round Classes per Week 2							
Textbook and/or Teaching Materials	Textbook and/or Textbook(s): "The foundation of information - Utilization and technology of the information in the networked society -", "Study notebook, which is the same title. (Published together by Jikkyo)							
Instructor	nstructor YABUKI Noboru,ONISHI Atsushi,MIYASHITA Takuya,TANAKA Kuniaki							

## Course Objectives

The aim of this course is to help students in the following areas: (1) the computer environment at Tsuyama College, (2) the basic skills needed in using a computer, (3) basic knowledge and abilities necessary to operate as an engineer in a networked and information-intensive society.

Course Objectives:

1. To be able to utilize the computer environment in Tsuyama College.

2. To acquire the basic skill (i.e. login/logout, shutdown, text production, operation of e-mail and so on) for using a computer.

3. To understand how to function as an engineer in a networked and information-intensive society, focused on basic knowledge.

3. To understand ho and its use, informati	ow to function as an engineer in ion-related skills, computer tech	a networked and informat nology, morality.	ion-intensive society, focus	sed on basic knowledge		
Rubric	e impact and détriments caused	by social digitization.				
	Excellent	Good	Acceptable	Not acceptable		
Achievement 1	The student can utilize the computer environment implemented at Tsuyama college without help.	The student can utilize the computer environment implemented at Tsuyama college with some help.	The student can utilize a computer environment constructed in Tsuvama	Falls short of acceptable.		
The student can make good use of a computer, i.e. login/logoff, document production and so on. Also, the student so on. Also, the student students.  The student can make use of a computer, i.e. login/logoff, document production and so on, with some help.  The student can make use of a computer, i.e. login/logoff, document production and so on, with indication given.  The student can make use of a computer, i.e. login/logoff, document production and so on, with indication given.						
Achievement 3  The student can completely explain information-applied techniques, computerrelated techniques, information morals learned in class.  The student can give a primary summary of information-applied techniques, computerrelated techniques, information morals.  The student can minimally explain information-applied techniques, computerrelated techniques, computerrelated techniques and information morals.  The student can give a primary summary of information applied techniques, computerrelated techniques, information morals.						
Achievement 4	The student can completely explain the impact and problems caused by social digitization.	The student can give a summary of the impact and problems caused by social digitization that learned in class.	The student can minimally explain the impact and problems caused by social digitization.	The student falls short of acceptable.		
Assigned Departr	ment Objectives					
Teaching Method						
General or Specialized: Specialized Field of learning: Field of Integrated science and technology/ Energy, Measurement control, Information control, Information system, Programing, Network Required, Elective, etc.: Elective must complete subjects. Foundational academic disciplines: Information science, Information engineering and related fields/Calculator system, Information networks, Information security. Relationship with Educational Objectives: This class is equivalent to "(3) Acquire deep foundation knowledge of the major subject area" Relationship with JABEE programs: The main goals of learning/education in this class are "(C)". Course outline: The student acquires the following through practice and lecture. The minimum scientific and technical knowledge to solve problems in information application mainly with the computer In today's information-intensive society, in which the Internet is accessible to almost everyone, what the role of the engineer is. The skill to utilize an information appliance correctly.						
Style	Course method:     Class is mainly lecture and exercises.  Grade evaluation method:     Four examinations are conducted, each weighted equally (50 %: Half of the total points). In addition, exercises are 30 % and homework is 20 %. If necessary retest will occur, but the maximum scores is limited to 60 points.					

Precautions on the enrollment:
Precautions on enrollment:
Students can miss no more than one-third of class hours to complete course. The absence hours need the study less than a one-third of the predetermined school hour to complete a grade course.
Course advice:
Cinca we impress a problem on your set he need prices report it by all means. Bring to the local participation.

Since we impose a problem on you as the need arises, report it by all means. Bring textbook and notebook

to every class.
Foundational subjects:
Review information-science information learned previously. "A technique and a home science" Related subjects:

Specialized subjects from previous two years.

Notice

Tardy:
Students are considered tardy after half the class. Two times tardy is considered to be one absence.
Attendance advice:
Recently, computers, networks and information technology are evolving rapidly. We recommend that

	students pay attention to news of technical developments.								
Course	Course Plan Theme Goals								
		1st	Theme Guidance about "the significance of subject", "learning contents" and "its method". Explanation of the use of practice room. Setting of various passwords. Confirmation of the computer usage method (The 1st).	Goals  The student completes the preparations for class after the next week. The student set various passwords. About at least one kind of computing system, the student can perform basic operation including start, the end and the file operation.					
	1st Quarter	2nd	Setting of various passwords. Confirmation of the computer usage method(The 2nd).	The student set various passwords. About at least one kind of computing system, the student can perform basic operation including start, the end and the file operation.					
		3rd	Setting of various passwords. Confirmation of the computer usage method(The 3rd).	The student set various passwords. About at leas one kind of computing system, the student can perform basic operation including start, the end and the file operation.					
		4th	Concept of the information. The use of the Office tool (The1st). The use of the Office tool. (Making and exchanging the self-introduction document)	The student can understand a concept of the information. About at least one kind of computing system, the student can perform basic operation including start, the end and the file operation. By using at least one kind of office tool, the student be able to make a documentation and graph/table, and can also make a report and a presentation document. Furthermore, by using at least one email tool and Web browser, the student can perform transmission and reception and the Web browsing of the email.					
1ct		5th	Collection/arrangement of the information. The use of the Office tool (The 2nd). (Making and exchanging the self-introduction document)	The student can understand a method and data of the solution to the problem. By using at least one kind of office tool, the student be able to make a documentation and graph/table, and can also make a report and a presentation document. Furthermore, by using at least one email tool and Web browser, the student can perform transmission and reception and the Web browsing of the email.					
1st Semeste r		6th	Processing/expression of the information. The use of the Office tool (The 3rd). (Making and exchanging the self-introduction document)	The student can understand a processing/expression of the information. About at least one kind of computing system, the student can perform basic operation including start, the end and the file operation. By using at least one kind of office tool, the student be able to make a documentation and graph/table, and can also make a report and a presentation document. Furthermore, by using at least one email tool and Web browser, the student can perform transmission and reception and the Web browsing of the email.					
		7th	Sending, exchange and evaluation in terms of the information. The use of the Office tool (The 4th). (Making and exchanging the self-introduction document)	The student can understand a sending, exchange and evaluation in terms of the information. About at least one kind of computing system, the student can perform basic operation including start, the end and the file operation. By using at least one kind of office tool, the student be able to make a documentation and graph/table, and can also make a report and a presentation document. Furthermore, by using at least one email tool and Web browser, the student can perform transmission and reception and the Web browsing of the email.					
		8th	(Mid-term exams in the first half year)						
	2nd Quarter	9th	Return of answer sheet and examination commentary of mid-term exams in the first half year. The use of the Office tool (The 5th). (Making and exchanging the self-introduction document)	Confirmation of examination contents. By using at least one email tool and Web browser, the student can perform transmission and reception and the Web browsing of the email.					
		10th	Management and security of the information. The use of the Office tool (The 6th). (Preparation of the presentation document)	The student can understand management and security of the information. By using at least one kind of office tool, the student be able to make a documentation and graph/table, and can also make a report and a presentation document.					

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13th   Digitalization and processing of the information   (Preparation of the presentation document).			12th	(The 2nd). The use of the Office tool (The 8th).	The student can understands a method and data of the solution to the problem. By using at least
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