Tsuyama College	Year	2020		Course Title	Information Literacy

Course Information

Course Code	0014		Course Category	Specialized / Compulsory
Class Format	Lecture		Credits	School Credit: 2
Department	Department of Integrated Science and Technology Communication and Informations System Program		Student Grade	1st
Term	Year-round		Classes per Week	2
Textbook and/or Teaching Materials	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	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 and its use, information-related skills, computer technology, morality.
  4. To understand the impact and detriments caused by social digitization.

Rubric

	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 Tsuyama college with indication given.	Falls short of acceptable.
Achievement 2	The student can make good use of a computer, i.e. login/logoff, document production and so on. Also, the student is a leader among fellow 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 falls short of acceptable.
Achievement 3	The student can completely explain information-applied techniques, computer-related techniques, information morals learned in class.	The student can give a primary summary of information-applied techniques, computer-related techniques, information morals.	The student can minimally explain information-applied techniques, computer-related techniques and information morals.	The student falls short of acceptable.
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 Department Objectives

Teaching Method

Outline	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.

			Theme	Goals

| Notice | | 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:
  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.
 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 Plan

			Theme	Goals
1st Semester	1st Quarter	1st	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).	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.
		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 least 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.
		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.
		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.

		11th	A method and data of the solution to the problem (The 1st). The use of the Office tool (The 7th). (Preparation of the presentation 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.
		12th	A method and data of the solution to the problem (The 2nd). The use of the Office tool (The 8th). (Preparation of the presentation document)	The student can understands 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.
		13th	Digitalization and processing of the information (The 1st). The use of the Office tool (The 9th). (Preparation of the presentation document).	The student can understand digitalization and processing 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.
		14th	Digitalization and processing of the information (The 2nd). Presentation (Group announcement).	The student can understand digitalization and processing of the information. The student performs presentation using Office tool.
		15th	(Final exams in the first half year)	
		16th	Return of answer sheet and examination commentary of final exams in the first half year. Presentation (Announcement by the representative)	Confirmation of examination contents. The student performs presentation using Office tool. By using at least one email tool and web browser, the student can perform transmission and reception and the web browsing of the email.
2nd Semester	3rd Quarter	1st	Structure of the computer (The 1st) The use of the Office tool (The 10th). (Group learning/investigation, and preparation of the report).	The student can understand structure of the computer. 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.
		2nd	Structure of the computer (The 2nd) The use of the Office tool (The 11st). (Group learning/investigation, and preparation of the report).	The student can understand structure of the computer. 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.
		3rd	Programing (The 1st). The use of the Office tool (The 12nd). (Group learning/investigation, and preparation of the report).	The student can understand programing. 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.
		4th	Programing (The 2nd). The use of the Office tool (The 13nd). (Group learning/investigation, and preparation of the report).	The student can understand programing. 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.
		5th	Information communication network (The 1st). The use of the Office tool (The 14th). (Preparation of presentation document)	The student can understand information communication network. 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.
		6th	Information communication network (The 2st). The use of the Office tool (The 15th). (Preparation of presentation document)	The student can understand information communication network. 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	Protection technique of security (The 1st). Presentation (Group announcement).	The student can understand protection technique of security. The student performs presentation using Office tool.
		8th	(Mid-term exams in the latter period)	
	4th Quarter	9th	Return of answer sheet and examination commentary of mid-term exams in the latter year.	Confirmation of examination contents. The student performs presentation using Office tool.

		10th	Protection technique of security (The 2nd). The use of the Office tool (The 16th). (Group learning/investigation, and preparation of the report)	The student can understand protection technique of security. 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.
		11th	Diversification of the communication and change of the Society. The use of the Office tool (The 17th). (Group learning/investigation, and preparation of the report)	The student can understand diversification of the communication and change of the Societ. 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.
		12th	Progress of the information-intensive society. The use of the Office tool (The 18th). (Group learning/investigation, and preparation of the report)	The student can understand progress of the information-intensive society. 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.
		13th	Impact and problem caused by information society. The use of the Office tool (The 19th). (Group learning/investigation, and preparation of the report)	The student can understand Impact and problem caused by information society. 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.
		14th	Role and responsibility of the individual in the information-intensive society. The use of the Office tool (The 20th). (Group learning/investigation, and preparation of the report)	The student can understand Role and responsibility of the individual in the information-intensive society. 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.
		15th	(Final exams in the latter year)	
		16th	Return of answer sheet and examination commentary of final exams in the latter year.	Confirmation of examination contents

Evaluation Method and Weight (%)

	Examination	Presentation	Mutual Evaluations between students	Behavior	Portfolio	Other	Total
Subtotal	0	0	0	0	0	0	0
Basic Proficiency	0	0	0	0	0	0	0
Specialized Proficiency	0	0	0	0	0	0	0
Cross Area Proficiency	0	0	0	0	0	0	0