Akashi College	Year	2022	Course Title	Foundations of Information Processing II

Course Information

Course Code	4213	Course Category	Specialized / Compulsory
Class Format	Seminar	Credits	School Credit: 1
Department	Architecture	Student Grade	2nd
Term	First Semester	Classes per Week	2
Textbook and/or Teaching Materials			
Instructor	SHOJO Naoya		

Course Objectives

(1) To understand the necessity of information ethics and security and to be able to judge and act based on it.
(2) To be able to create architectural 3D modeling using computer graphics.
(3) To create documents using word processor software.
(4)To understand the basic operation of spreadsheet software.
(5) To understand how to use essential functions with spreadsheet software.
(6)To be able to organize a presentation and the materials necessary to it using presentation software.

Rubric

	Excellent	Standard Level	Unacceptable Level
Achievement 1	The student can perfectly understand the necessity of information ethics and security and to be able to judge and act based on it.	The student can understand the necessity of information ethics and security and to be able to judge and act based on it.	The student can not understand the necessity of information ethics and security and to be able to judge and act based on it.
Achievement 2	The student can well create architectural 3D modeling using computer graphics.	The student can create architectural 3D modeling using computer graphics.	The student can not create architectural 3D modeling using computer graphics.
Achievement 3	The student can well create documents using word processor software.	The student can create documents using word processor software.	The student can not create documents using word processor software.
Achievement 4	The student well understands the basic operation of spreadsheet software.	The student understands the basic operation of spreadsheet software.	The student can organize a presentation and the materials necessary to it using presentation software.
Achievement 5	The student well understands how to use essential functions with spreadsheet software.	The student understands The student well understands how to use essential functions with spreadsheet software.	The student doesn't understand The student understands The student well understands how to use essential functions with spreadsheet software.
Achievement 6	The student can well organize a presentation and the materials necessary to it using presentation software.	The student can organize a presentation and the materials necessary to it using presentation software.	The student can not organize a presentation and the materials necessary to it using presentation software.

Assigned Department Objectives

Teaching Method

Outline	The students will acquire basic information processing literacy through exercise and assignments.
Style	The students will perform exercises using the textbook and explanations by the instructor. Assignments will be required as necessary.
Notice	The students are expected to improve their skills by themselves. To use after class time to finish the exercises or assignments that were not completed within class hours. To read the assignments carefully and execute the tasks. Strict observance of the submission deadline. Students attendance is required, and only a maximum of 4 absences is excused.

Characteristics of Class / Division in Learning

☑ Active Learning	☐ Aided by ICT	☑ Applicable to Remote Class	☐ Instructor Professionally Experienced

Course Plan

			Theme	Goals
1st Semester	1st Quarter	1st	Course Orientation	To understand the necessity of information ethics and security and to be able to judge and act based on it.
		2nd	Assignment 1: 3D modeling using Google Sketchup (1)	To be able to create architectural 3D modeling using computer graphics.
		3rd	Assignment 1: 3D modeling using Google Sketchup (2)	To be able to create architectural 3D modeling using computer graphics.
		4th	Assignment 1: 3D modeling using Google Sketchup (3)	To be able to create architectural 3D modeling using computer graphics.
		5th	Assignment 2-1: Write a CV using Microsft Word(1)	To create documents using word processor software.
		6th	Assignment 2-2: Write a survey questionnaire using Microsft Word(2)	To create documents using word processor software.
		7th	Assignment 2-2: Write a survey questionnaire using Microsft Word(3)	To create documents using word processor software.
		8th	Assignment 2-3: Perform a survey Microsft Word(4)	To create documents using word processor software.

	2nd Quarter	9th	Assignment 3-1: Create a calendar using Microsft Excel (3))	To understand the basic operation of spreadsheet software.
		10th	Assignment 3-2: Data analysis using calculation formulas Microsft Excel (4)	To understand how to use essential functions with spreadsheet software.
		11th	Assignment 3-3: To aggregate the survey data using Microsft Excel (4)	To understand how to use essential functions with spreadsheet software.
		12th	Assignment 3-4: To aggregate the survey data and produce graphs using Microsft Excel (4)	To understand how to use essential functions with spreadsheet software.
		13th	Assignment 4-1: To prepare a presentation using Microsft PowerPoint (1)	To be able to organize a presentation and the materials necessary to it using presentation software.
		14th	Presentation1: To present using Microsft PowerPoint (2)	To be able to organize a presentation and the materials necessary to it using presentation software.
		15th	Presentation3: To present using Microsft PowerPoint (3)	To be able to organize a presentation and the materials necessary to it using presentation software.
		16th	End-term Exam	

Evaluation Method and Weight (%)

	Examination	Presentation	Participation	Assignments	Total
Subtotal	20	10	10	60	100
Basic Proficiency	0	0	0	0	0
Specialized Proficiency	20	10	10	60	100
Cross Area Proficiency	0	0	0	0	0