Akashi College	Year	2022		Course Title	Foundations of Information Processing I

Course Information

Course Code	4115		Course Category	Specialized / Compulsory
Class Format	Seminar		Credits	School Credit: 1
Department	Architecture		Student Grade	1st
Term	First Semester		Classes per Week	2
Textbook and/or Teaching Materials	hand outs			
Instructor	HIRAISHI Toshihiro			

Course Objectives

(1) To gather presentation materials and make a presentation using presentation software appropriately.
(2) To discuss what should we do to improve the information society. To talk about the problems that may occur and how to handle them.
(3) To understand the basic mechanisms of information transmission systems and the Internet.

Rubric

	Ideal Level	Standard Level	Unacceptable Level
Achievement 1	The student can gather presentation materials and make a presentation using presentation software appropriately.	The student can gather presentation materials and make a presentation using presentation software.	The student can not gather presentation materials or make a presentation using presentation software.
Achievement 2	The student can discuss what should we do to improve the information society, and articulately talk about the problems that may occur and how to handle them.	The student can discuss what should we do to improve the information society, and talk about the problems that may occur and how to handle them.	The student can not discuss what should we do to improve the information society, or talk about the problems that may occur and how to handle them.
Achievement 3	The students perfectly understand the basic mechanisms of information transmission systems and the Internet.	The students understands the basic mechanisms of information transmission systems and the Internet.	The students doesn't understand the basic mechanisms of information transmission systems and the Internet.

Assigned Department Objectives

Teaching Method

Outline	In today's society, the ability to create documents, use spreadsheets, and use the Internet and e-mail with a personal computer is essential. In this course, the students learn the basic operation of presentation software, and how to use a PC. Also, learn about information ethics and security that are important when processing and using information. Learn how to use email and how to use presentation software. To understand how to use the Internet on campus and to respect the various rules in the information society.
Style	Practical exercises using handouts. Assignments will be given as appropriate.
Notice	Password management, cautions on using SNS. Students attendance is required, and only a maximum of 5 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	How to use the internet on campus. Problems and Measures in the Information Society (Common to All Subjects)	To understand how to use the internet on campus and to deal with problems related to the internet.
		2nd	PC system, BIOS, OS, software configuration, PC startup, user name, password, login, shutdown	To understand the fundamentals of computer hardware and software.
		3rd	Emails: Receive/ Send, view and create . How to use attachments	To aquire knowledge on how to collect, process, and transmit information appropriately.
		4th	How to make presentation materials using PowerPoint	To make a presentation using PowerPoint
		5th	Explanation of the assignment how to make self-introduction presentation materials	To make a presentation using PowerPoint
		6th	To gather materials to the self-introduction presentation	To make a presentation using PowerPoint
		7th	To gather materials to the self-introduction presentation	To make a presentation using PowerPoint
		8th	To gather materials to the self-introduction presentation	To make a presentation using PowerPoint
	2nd Quarter	9th	To gather materials to the self-introduction presentation	To make a presentation using PowerPoint
		10th	To gather materials to the self-introduction presentation	To make a presentation using PowerPoint
		11th	Excel: basic usage of and graphs.	To use Excel to make spreadsheets.
		12th	Excel: basic usage of and graphs.	To use Excel to make spreadsheets.
		13th	Excel: basic usage of and graphs.	To use Excel to make spreadsheets.

		14th	Excel: basic usage of and graphs.	To use Excel to make spreadsheets.
		15th	Security Overview, Net etiquette, Syllabus Reading and Printing Methods, Library Collection Search	To understand the importance of personal information and the concept of privacy protection.
		16th	End-term Exam	

Evaluation Method and Weight (%)

	Examination	Presentation		Total
Subtotal	50	50	0	100
Basic Proficiency	50	50	0	100
Specialized Proficiency	0	0	0	0
Cross Area Proficiency	0	0	0	0