

Akashi College		Year	2022		Course Title	Information Processing
Course Information						
Course Code	4011			Course Category	Specialized / Elective	
Class Format	Lecture			Credits	Academic Credit: 2	
Department	Mechanical and Electronic System Engineering			Student Grade	Adv. 1st	
Term	First Semester			Classes per Week	2	
Textbook and/or Teaching Materials						
Instructor	INOUE Kazunari					
Course Objectives						
(1) Have knowledge of the various data formats that a computer handles and can make appropriate choices (H). (2) Understand the characteristics of data formats, and can convert them to required formats and process them using appropriate tools (D). (3) Can express one's own information to others in a way that is easy to understand (E).						
Rubric						
	Ideal Level		Standard Level		Unacceptable Level	
Achievement 1	Fully understand the data formats that computers handle, and their management and protection.		Understand the data formats that computers handle, and their management and protection.		Do not understand the data formats that computers handle, and their management and protection.	
Achievement 2	Fully understand how to prepare technical documentation and presentation materials, and various techniques.		Understand how to prepare technical documentation and presentation materials, and various techniques.		Do not understand how to prepare technical documentation and presentation materials, and various techniques.	
Achievement 3	Fully understand statistical calculations and processing using Excel and ipyson.		Understand statistical calculations and processing using Excel and ipyson.		Do not understand statistical calculations and processing using Excel or ipyson.	
Assigned Department Objectives						
Teaching Method						
Outline	The proper handling of information is essential for engineers in all areas of specialty. Improving the ability to create the materials used in various types of presenting is an important task for conveying technology. This includes papers, posters, and presentations. From the data handled by computers to material creation using various applications, the aim of this course is to learn advanced information application technology and provide explanations aimed at boosting skills.					
Style	The lessons on data formats that computers handle and their management and protection in weeks 1 and 2 will be taught in a lecture-style format. From week 3 to week 15, lessons on creating technical documentation and presentation materials using MS Office and statistical calculations and processing using Excel and ipyson, will be taught in lecture-style and exercise formats.					
Notice	This course's content will amount to 90 hours of study in total. These hours include the learning time guaranteed in classes and the standard self-study time required for pre-study / review, and completing assignment reports. Since there is no prerequisite knowledge required, students from all departments can take the course. Students who miss 1/3 or more of classes will not be eligible for a passing grade.					
Characteristics of Class / Division in Learning						
<input type="checkbox"/> Active Learning		<input checked="" type="checkbox"/> Aided by ICT		<input checked="" type="checkbox"/> Applicable to Remote Class		<input type="checkbox"/> Instructor Professionally Experienced
Course Plan						
			Theme		Goals	
1st Semester r	1st Quarter	1st	Explain the data formats that computers handle and their characteristics.		Understand the data formats that computers handle and their characteristics.	
		2nd	Explain the internal structure, storage, and networks of computers.		Understand the internal structure, storage, and networks of computers.	
		3rd	Explain styles, chapters, sections, paragraphs, fonts, and indents found in document creation.		Understand styles, chapters, sections, paragraphs, fonts, and indents found in document creation.	
		4th	Explain paste link and paste metafile for pictures and tables, and cross-reference.		Understand paste link and paste metafile for pictures and tables, and cross-reference.	
		5th	Create and submit technical documentation using Word		Create and submit technical documentation using Word	
		6th	Create technical documentation using PowerPoint. Describe how to create different diagrams, templates, and slides / masters.		Create technical documentation using PowerPoint. Understand how to create different diagrams, templates, and slides / masters.	
		7th	Explain effective techniques and playback, including image, audio, and video data.		Understand effective techniques and playback, including image, audio, and video data.	
		8th	Create technical presentation documentation using PowerPoint		Create technical presentation documentation using PowerPoint	
	2nd Quarter	9th	Explain various functions and data analysis.		Understand various functions and data analysis.	
		10th	Explain macro functions and how to run them.		Understand macro functions and how to run them.	
		11th	Submit statistical calculations and processing using Excel		Submit statistical calculations and processing using Excel	

		12th	Explain file protection, encryption, and security.	Can protect, encrypt, and secure files.
		13th	Explain a cloud-assisted interactive program development environment.	Understand a cloud-assisted interactive program development environment.
		14th	Explain database analysis that used interactive execution.	Understand database analysis that used interactive execution.
		15th	Summary	Understand the summary.
		16th	No final exam	No final exam

Evaluation Method and Weight (%)							
		Assignments					Total
Subtotal	0	100	0	0	0	0	100
Basic Proficiency	0	0	0	0	0	0	0
Specialized Proficiency	0	100	0	0	0	0	100
Cross Area Proficiency	0	0	0	0	0	0	0