Akashi College	Year	2023		Course Title	Information Processing

Course Information

Course Code	5011		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 evaluation.

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	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