Code	10235		
Class name	Information Processing Practice Ⅰ		
Semester	1st	Lecture target	1
Unit Classification	Elective	Unit count	1
Charge teacher	Toshikazu Kanenko		
Category	Basic educational subjects		
Class style	Seminar		
Class time	Tue/1		
NO.	Bi12128y、Cj11203y		

Professional career-experienced
■ a course taught by a teacher with practical experience On practical contents related to class
Languag
☐ using languages other than Japanese
Active learning elements
☐ problem-solving-learning in cooperation with 　　　external organizations based on agreements ☐ discussion,debate ☐ group work ☐ presentation ☐ practical training,fieldwork

Class outline,goal
The aim of this class is to acquire the basic operations of word processing software (WORD) and the basics of document creation technology, which are necessary when creating reports in university lectures, etc., so that you can create simple business documents.
Class plan
1.Introduction 2.Basic operation of WINDOWS and WORD 3.Character input 4.Character input practice 1 5.Character input practice 2 6.Character editing 7.Formatting 1 8.Formatting 2 9.Creating a table 1 10.Creating a table 2 11.Creating business documents

12.Editing and proofreading business documents
13.Exercises 1
14.Exercises 2
15.Exercises 3

Grading method
The goals of this class are to
be able to enter about 350 characters in 10 minutes.
be able to create business documents including table creation, character editing, and paragraph editing.
be able to edit and proofread business documents.
be able to pass the third grade of the computer service skill evaluation test word processor section.

Assigned books

Classroom equipment
Personal computer

Advice on preparation and review
Check the textbook for the exercise content before the lecture(15 minutes or more).
Complete the task each time.

If there are many applicants, it will be a lottery, so you cannot take it unless you attend the guidance (1st time).
Be sure to purchase a textbook.

Grading Criteria
Evaluate from the following viewpoints
1) Attitude in class (30/100)
2) Task(70/100)

Feedback method

Note
Do not be absent.

Office hour

Improvements from the results of the previous year's class evaluation questionnaire