

Code	10236		
Class name	Information Processing Practice II		
Semester	2nd	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.	Bi12132y、Cj12207y		

Professional career-experienced <input checked="" type="checkbox"/> a course taught by a teacher with practical experience On practical contents related to class
Languag <input type="checkbox"/> using languages other than Japanese
Active learning elements <input type="checkbox"/> problem-solving-learning in cooperation with external organizations based on agreements <input type="checkbox"/> discussion,debate <input type="checkbox"/> group work <input type="checkbox"/> presentation <input type="checkbox"/> practical training,fieldwork

Class outline,goal
The aim of this class is to acquire the basic operations of table calculation software (EXCEL) and the basics of data processing technology, and to be able to use aggregation processing, basic functions, graph creation, database functions, and the like.
Class plan
1.Introduction 2.Basic operation of WINDOWS and EXCEL 3.Edit cell 4.Edit worksheet 5.a formula 6.function 7.function 8.Creating a table 9.Creating a table 10.Sorting 11.Creating a graph

12.Graph editing and print settings
13.Exercises 1
14.Exercises 2
15.Exercises 3
Grading method
The goals of this class are to be able to create a decorated table by entering data, formulas, and functions. be able to decorate and edit the table. be able to create and edit graphs based on the data. be able to pass the third grade of the computer service skill evaluation test Sheet Calculation Division.
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.
Class rules
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