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In addition to using basic information, students will engage in fundamental statistical analysis and programming using spreadsheet software.

   The ability to understand how to use computers and to collect, analyze, judge, edit, transmit, and share information in specific problem-solving situations (knowledge and understanding as a broad-based education and the ability to use information).
   Understand the basics of statistics and be able to work on data analysis using spreadsheet software (basic knowledge, understanding, and skills in specialized fields).
   Able to understand the basic syntax of programming languages and write and read programs (knowledge and understanding as a broad education, logical thinking skills).
   Understand the characteristics of the information society and be able to think about how to deal with problems on the Internet in terms of information security, information moral rules, and manners, social media, copyright and portrait infringement, and Internet crimes (sense of ethics and social responsibility).

[Basic] About four times
1. Class guidance (how to use the information processing classroom, introduction to the educational system, how to use kibaco)
2. Local system configuration and use (file and folder management and manipulation, sending and receiving e-mail), Information Ethics Test
3. Data processing with spreadsheet software (rows and columns of tables, data entry, cell adjustments, formula processing, auto-filling)
4. Data processing with spreadsheet software (functions, absolute and relative references, creating graphs, sorting, filters)
[Statistics] About six times
5. Basic knowledge of statistics (data types, fundamental statistics, frequency distributions, histograms)
6. Population and sample (estimation of mean and variance, normal distribution)
7. Test of difference of means (1) (corresponding data)
8. Test of difference of means (2) (not corresponding data)
9. Correlation analysis
10. Summary (reflection on [Statistics])
[Programming] About five times
11. VBA Programming (1) (basics of macro, structure of table)
12. VBA Programming (2) (variable definition, data types and type conversion)
13. VBA Programming (3) (conditional statements)
14. VBA Programming (4) (repeated statements)
15. Summary (reflection on [Programming])

   Students are expected to prepare for, review, and work on assignments thoroughly using the Courseware and video contents on the e-learning system "kibaco" and materials made available by the instructor in charge.
- Self-study on information retrieval, document editing, presentation, etc., using the self-study contents of Courseware.
   In some cases, we may use [Message] or [Bulletin Board] of kibaco, so please refer to the "kibaco User's Guide" from the following website.   https://e-learning.cpark.tmu.ac.jp/e-learning/ja/guide/kibaco_guide_en.html

Courseware and video content will be installed on the "kibaco" e-learning system.Depending on the class, the instructor in charge may give separate instructions.

   The evaluation will be based on active participation in class, assignments and presentations presented in the [Basic], [Statistics], and [Programming] sections, an information ethics test, and various confirmation tests. (This may differ slightly depending on the instructor in charge.)
   For assignments and presentations, students are evaluated on their proactive approach to problem-solving using ICT, data analysis using spreadsheets, and programming (knowledge and understanding as a broad education, ability to use information, basic knowledge,

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understanding, and skills in specialized fields).
   In addition to general information ethics, the Information Ethics Test will confirm that students understand how to use information related to the University's information environment (sense of ethics and social responsibility).
   The test is used to confirm that students understand the essential operation and usage of the software (the ability to use information).

In principle, students absent four or more times without justifiable reason will fail the credit.

Please check with your class instructor.

   Related courses, "Information Literacy Practice IIA" (fundamentals of statistics and data analysis), "Information Literacy Practice IIB" (programming), and "Information Literacy Practice IIC" (processing
images, sound, video) are offered in the second semester.