

# Practice of Basic Informatics-E2

## -Introduction-

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# Objectives of the Course

Acquiring ICT skills needed in **academic activities**

To be an **independent** ICT user

Acquiring **self-study capability** to continuously build ICT skills

Read, write, communicate, search informatics in English

# About This Course

- Time: Friday 16:45 – 18:15
  - Core time: 16:45-17:15 (introduction in Week01 and mini lectures in Week02, Week05, Week07, Week09, Week11)
- Lecture Style
  - In-person, in classroom
- Prerequisites: no particular (basic knowledge of computing and information technologies is useful)
- Units: 2
- Eligible students: all years, all majors
- Course language: English
- Evaluation method: reports (no final examination)
- No office hours (email if you need to contact)

# Textbooks

- Confirm that you can use “PandA” and access the materials and assignments of this course
  - In the case that you register this course today, you can access the PandA after tomorrow.
- Access “PandA” to get textbooks (distribution prohibited)
  - Download the whole textbook or the parts for each topic

[https://kubar.rd.iimc.kyoto-u.ac.jp/practice\\_basic\\_info\\_2023/](https://kubar.rd.iimc.kyoto-u.ac.jp/practice_basic_info_2023/)

# Schedule

- Week 01 (Oct. 04 Fri) Introduction, Computer basics [mini lecture]
- Week 02 (Oct. 11 Fri) Basics of information networks 1 [mini lecture]
- Week 03 (Oct. 18 Fri) Basics of information networks 2
- Week 04 (Oct. 25 Fri) Academic information seeking
- Week 05 (Nov. 01 Fri) Academic content creation: Data processing 1 [mini lecture]
- Week 06 (Nov. 08 Fri) Academic content creation: Data processing 2
- Week 07 (Nov. 15 Fri) Academic content creation: Report writing 1 [mini lecture]
- Week 08 (Nov. 29 Fri) Academic content creation: Report writing 2
- Week 09 (Dec. 06 Fri) Academic content creation: Presentation 1 [mini lecture]
- Week 10 (Dec. 13 Fri) Academic content creation: Presentation 2
- Week 11 (Dec. 20 Fri) Presentation, Basics of programming 1 [mini lecture]
- Week 12 (Dec. 27 Fri) Basics of programming 2
- Week 13 (Jan. 10 Fri) Basics of programming 3
- Week 14 (Jan. 24 Fri) Basics of programming 4

The schedule can be found in PandA. Please note that the above schedule may be slightly adjusted according to the lecture progress.

# 1. Computer Basics (1 week)

- To acquire necessary skills to be an independent personal computer user
- To acquire systematic understanding of computers, including
  - The structure of personal computers
  - The role of operating systems
- To learn to type on a keyboard to use the personal computer efficiently for academic activities

Introduction by the instructor

## 2. Basics of Information Networks (2 weeks)

- To learn the basics of information networks such as LANs and the Internet
- To understand the risks and countermeasures associated with the use of ICT
- To learn to use various media for communication
  - Use of e-mail for formal communication, etc.
- To acquire the basic knowledge of information security and information ethics

Mini Lecture in Week02

# 3. Academic Information Seeking (1 week)

- To understand the concept of academic information
- To master how to select terms for use in searches, by organizing the concepts within and related to the topic you are researching
- To learn how to make citations and create reference lists

# 4. Academic content creation: Data processing (2 weeks)

- To understand how to use a spreadsheet for academic purposes
- To learn simulation using spreadsheets
- To learn how to visualize data for academic communication with Excel

Mini Lecture in Week05

# 5. Academic content creation: Report writing (2 weeks)

- To learn how academic documents such as papers are structured
- To learn how to manage paragraphs, chapters and sections in Word
- To learn to make references and cite them in Word
- To learn to use figures and tables in academic documents
- To learn how to handle mathematical expressions in academic documents

Mini Lecture in Week07

# 6. Academic content creation: Presentation (2 weeks)

- To learn the objectives of presentation and its points
- To learn the basics needed to create presentation slides and posters for academic purposes
- To learn how to present and find out what audiences want
- To practice academic presentations in English

Mini Lecture in Week09

# 7. Basics of programming (4 weeks)

- To learn the basics of programming using Python
- To practice basic programming skills
- To practice programming skills for special purposes like data processing, etc.

Mini Lecture in Week11

# How to Proceed the Course

- Confirm the assignment in PandA for each week
- Self-study the textbooks for each week
  - Mini lectures will be given for some topics (16:45-17:15 in Week 01, 02, 05, 07, 09, 11)
  - Ask questions in class if you have
  - Adjust the progress based on your own paces
- Solve the assignments based on what you learned
  - You need to do some research for some problems
- Write your report for each assignment
- Submit your report by the submission due

# Assignments and Reports

- Report 01 (Assignment 01: Week 01) 8 points
  - **Due:** Oct. 18 16:30
- Report 02 (Assignment 02: Week 02-03) 12 points
  - **Due:** Oct. 25 16:30
- Report 03 (Assignment 03: Week 04) 8 points
  - **Due:** Nov. 08 16:30
- Report 04 (Assignment 04: Week 05-06) 12 points
  - **Due:** Nov. 15 16:30
- Report 05 (Assignment 05: Week 07-08) 20 points
  - **Due:** Nov. 29 16:30
- Report 06 (Assignment 06: Week 09-10) 20 points
  - **Due:** Dec. 20 16:30
- Report 07 (Assignment 07: Week 11-14) 20 points
  - **Due:** Jan. 03 16:30

# Report Submission

- Use the “PandA” system for submission of reports.
  - Refer to PandA Student’s Manual for the usage of the “PandA” system.
  - <http://www.iimc.kyoto-u.ac.jp/en/services/lms/>
- Use your ECS-ID to access the following URL to confirm the assignments and submit your reports from the “Assignments” menu.
- All seven assignments have been published in PandA.
- Reports are suggested to be submitted in PDF or Microsoft Word.
- Reports submitted after the submission dues will not be considered.
- You may submit an updated version of your report for any times by its submission due.

The guidelines for report submission can be found in PandA.

# How to Write a Report

- Refer to the “writing papers” section in the following URL by ILAS, Kyoto University
  - <http://www.z.k.kyoto-u.ac.jp/zenkyo/lesson>
- Refer to “参考：レポートの書き方(学生用)” from KULASIS