

2021 年度 第 1学期 教養教育		日英区分: 英語	
情報処理入門 1(情報機器の操作を含む) Introduction to Information Processing 1			
■ 講義番号	■ 科目区分		■ 学期
912209	教養教育科目		第 1学期
■ ナンバリングコード		■ 教室	
UILZ0FXZZ1—N			
■ 必修・選択の別			
必修			
■ 単位数	■ 曜日・時限		
1	月6木6		
■ 担当教員 (ローマ字表記)			
高柴 正悟 [TAKASHIBA Shogo]			

SDGs関連項目



## ■ 対象学生

Admission to 2021 :Medical School (Faculty of Medicine)・Dental School・Faculty of Pharmaceutical Sciences  
Admission before 2020 :-

## ■ 他学部学生の履修の可否

対象学生の項目を参照

## ■ 連絡先

Phone: 086-235-6675  
Email: stakashi@okayama-u.ac.jp

## ■ オフィスアワー

Monday 8:30-9:00, Tuesday 17:00-17:30, Thursday 8:30-9:00 (Okayama University Hospital, Central Clinic, 4th floor, Dept. of Periodontal Science)  
Since there are frequent changes, it would be helpful if you contact me by e-mail in advance! (Please use the official mail address of our university. Otherwise, it may be classified as junk mail and I may not be able to respond.)

## ■ 学部・研究科独自の項目

Not relevant

## ■ 使用言語

学生により日本語又は英語

## ■ 授業の概要

It is very hard to live without IT devices such as computers or smart phones in the modern society with the internet. So, people should have the information literacy skills to handle personal information and information security risks.  
Students will learn how to use computers and the information literacy through practice in this course. And then, they will acquire the basic skills and knowledges on IT required for subsequent university life and social activities.  
In this course, students should use their own computers.

## ■ 学習目的

By taking this course, students will acquire the basic skills and knowledge required in the information age and acquire the information literacy and the moral to use IT devices properly.

## ■ 到達目標

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- (1) Students will be able to use IT services of Okayama University.
  - (2) Students will be able to retrieve or offer information via the Internet safely.
  - (3) Students will be able to quote works on the Internet correctly.

## ■ 授業計画

In addition to Prof. Takashiba, multiple faculty members are teaching with a teaching assistant (TA).

1. 4/12 Introduction, Outline of the IT service in the university (\*) (†)
2. 4/15 Setting your computer: internet access, registration for moodle (\*)
3. 4/19 Integrated Authentication System (Okadai ID and password)
4. 4/22 Setting Okadai Gmail
5. 4/26 Setting Office365 and AntiVirus software (\*) (†)
6. 4/30 (\*\*Friday\*\*) Registration for Electronic textbook and Nikkei PC Edu
7. 5/6 Setting cloud storage 1 (Z-drive)
8. 5/10 Setting cloud storage 2 (OneDrive) (\*) (†)
9. 5/13 Lecture 1: Information security
10. 5/17 Comprehensive Exercise 1
11. 5/20 Lecture 2: The internet moral
12. 5/24 Comprehensive Exercise 2 (\*) (†)
13. 5/27 Lecture 3: Compliance and copyright
14. 5/31 Comprehensive Exercise 3
15. 6/3 Review and final achievement test

(15:10 - 16:10)

Note: (\*)Takashiba absent, (†)Yanagi absent

## ■ 授業時間外の学習(予習・復習)方法(成績評価への反映についても含む)

We use the learning support software "moodle" for management of materials and submission of assignments. Student have to prepare for and review the class using "Nikkei PC Edu" on the web, in conjunction with the associated textbook and elearning materials.

## ■ 授業形態

### (1)授業形態-全授業時間に対する[講義形式]:[講義形式以外]の実施割合

70% : 30%

### (2)授業全体中のアクティブ・ラーニング

協働的活動(ペア・グループワーク、ディスカッション、プレゼンテーションなど)

少ない

対話的活動(教員からの問いかけ、質疑応答など)

少ない

思考活動(クリティカル・シンキングの実行、問いを立てるなど)

少ない

理解の確認・促進(問題演習、小テスト、小レポート授業の振り返りなど)

少ない

### (3)授業形態-実践型科目タイプ

該当しない

### (4)授業形態-履修者への連絡事項

The course consists of lectures and practices to about 220 students per class.  
Self-teaching with elearning is recommended. The materials are available on moodle.  
Students should have a short quiz for each topic.

## ■ 使用メディア・機器・人的支援の活用

視聴覚メディア(PowerPointのスライド、CD、DVDなど)

多い

## 学習管理システム(Moodleなど)

多い

## 人的支援(ゲストスピーカー、TA、ボランティアなど)

多い

## 履修者への連絡事項

The equipment to be used is basically a notebook PC owned by each person, and be sure to bring it with you each time.  
All materials, including textbooks, are registered in moodle and can be self-learned by e-learning.  
If you need special consideration, please consult us in advance.

## 教科書

### 備考

\* By purchasing the above textbook, the following two contents will be available.

- ・E-book "Basics of" Information "for Students Revised Edition"
- ・4-year access right for "Nikkei PC edu"

(Note) This textbook is also used in Introduction to Information Processing 2 and 3.

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To purchase textbooks handled by the Okayama University Co-op, see the textbook information "Text-it".

Please check at <https://okadai.text.univ-coop.net/>.

## 参考書等

### 備考

See and utilize the above. In addition, use the information retrieval on the Internet by yourself as needed.

## 成績評価の方法

short quizzes (3 times), final achievement test, scoring of exercise, Student must be present at least 10 times at the class.

## 受講要件

None

## 教職課程該当科目

Courses applicable to the teaching profession

## JABEEとの関連

- (g) An ability of independent and life-long learning
- (h) An ability to manage and accomplish tasks systematically under given constraints

## SDGs関連項目

(教育)すべての人に包摂的かつ公正な質の高い教育を確保し、生涯学習の機会を促進する。

## 実務経験のある教員による授業科目

Applicable

Medical information & communication technology

## 備考/履修上の注意

This course is a compulsory for the teacher-training course also.  
If you are planning to get a school teacher license, you should have "Introduction to Information Processing" (2) or (3) in addition to this course.  
If you fail this course, you should take the same course that will be held in the 1st quarter in the next academic year.