Course	Information Technology			Teacher	Thom W. Rawson		
Type of course	Lecture	Credits	2credits	Semester・Period	1st・2nd year／Fall	Compulsory・Elective	Elective

Aim of Course
In this course, students will develop skills and understanding of some of the various aspects of information technology. Students will be given hands-on experiences in using technology through the activities assigned in the course. This course is taught 100% in English.

Point of View	Attainment target of Course	Evaluation tool・method	Ratio of Evaluation
Interest・Motivation・Attitude	Students will work hard in lessons with an attitude to learn and grow.	Class attitude and engagement	20%
Consideration・Judgement	In the age of technology, students will be able to navigate and choose the appropriate tools for the tasks.	Technology projects	30%
Skill・Expression	Students will learn appropriate etiquette for publishing online materials and contents.	Technology presentations	30%
Knowledge・Understanding	Students will be able to communicate ideas clearly using technology.	Assignments	20%

Attendance	Required to take exam
Total Score	100％

Evaluation criteria and supplementary explanation of evaluation means or methods
Evaluation is based on attitude and participation (20%), individual and group technology projects (30%), technology discussions and presentations (30%), and various assignments and activities (20%) conducted during the classes. Active participation is required and encouraged including sharing of technology and ideas in discussions. Feedback and assessments will be given both in-person and online throughout the duration of the course.

Overview of course
This course is held once a week. Classes will be held in a workshop-style format. Topic discussions and hands-on experience with different aspects of technology will be given. Students will continue to improve on learning different aspects of technology and also practicing in their use. Students are also given time to research and learn other new technologies and both present and teach about these technologies to other students in the class. Projects are completed during the term. Projects are generally technology based constructivist activities that use the technology researched and studied in the previous weeks classes. Students are strongly advised to prepare a laptop computer on their own.

Textbook ・ Reference book
教科書：Required materials provided by teacher.
参考書：*The Four: The Hidden DNA of Amazon, Apple, Facebook, and Google* by Scott Galloway, 2017.

Out of class learning and expectations for students
Students are expected to work on assignments and projects outside of class and to complete assignments in a timely manner. Students will be expected to participate actively in class and in group work. Students will also be expected to prepare materials for class and review feedback from instructors.
Student expectations: Students will attend <u>all lessons</u> (unless sick or on a school trip). Students must contact the teacher <u>before</u> missing a class. If a student misses a class, he or she will catch-up on the lesson and homework. Students will complete projects and homework on time. Students will ask for help if necessary.

#	Topic	Details	Preparation・Review
1	Orientation	Introductions and welcome, review the syllabus, online registrations, etc.	Read this document, Assignments (1)
2	Productivity tools (1)	Learn cloud vs. PC based productivity tools, advantages, disadvantages of each	Review assignment (1), Assignment (2), net search (1)
3	Productivity tools (2)	Effective presentation materials, presentation skills review, using technology in a presentation	Review assignment (2), Assignment (3), net search (2)
4	Productivity tools (3)	Organization tools, charts, graphs, schedules, plans, task lists	Review assignment (3), Assignment (4), net search (3)
5	Productivity tools (4)	Communications, conferencing, messaging, email, forum, etiquette	Review assignment (4), Assignment (5), net search (4)
6	Research journaling (1)	Developing online research profiles, web design, privacy intro, security overview	Review assignment (5), Assignment (6), security (1)
7	Research strategies (1)	Review searching techniques, differentiation between information types, citations for research	Review assignment (6), Assignment (7), website study
8	Research journaling (2)	Blogging, static site creation, website generators, effective multimedia.	Review assignment (7), Assignment (8), security (2)
9	Security, privacy, copyrights	Understanding privacy, keeping secure research, protecting copyrights	Review assignment (8), Assignment (9), project (1)
10	Website design	Graphics tools, design tools	Review Assignment (9) Project (1) delivery,
11	Programming skills (1)	Learn basic concepts of programming	Assignment (10) Simple programming project
12	Programming skills (2)	Continue basic concepts of programming	Review assignment (10) Presentation
13	Databases (1)	Developing data storage techniques, data entry, reporting, analysis	Review database concepts, Project 2 assignments
14	Databases (2)	Advanced database tools, backups, sharing, analysis	Review assignment (11), Project 2 assignments
15	Technology futures	Looking ahead vs. today's understanding	Final project/presentations