

Miyazaki International College
Course Syllabus
Fall 2018

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| Course Title (Credits) | CED5: Applied Digital Skills (2 credits) |
| Course Designation for TC | N/A |
| Content Teacher | |
| Instructor | Anderson Passos, Ph.D. |
| E-mail address | apassos@sky.miyazaki-mic.ac.jp |
| Office/Ext | MIC 1-315/Ext. 725 |
| Office hours | Monday to Thursday 11:00-12:00 |
| Language Teacher | |
| Instructor | |
| E-mail address | |
| Office/Ext | |
| Office hours | |

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| Course Description: |
| <p><i>Nowadays, technology is ubiquitous in the world and the workplace. As a result, job seekers must have more than basic computer skills as such skills are now taken for granted by employers. Instead, job seekers need more advanced ICT skills to thrive on the job market and in the work force. This course will not only provide students with these essential skills but also help them to develop more advanced technology related skills, which will make them more competitive in today's demanding job-hunting market and more valuable as global citizens.</i></p> |
| Course Goals/Objectives: |
| <p>In this course students will:</p> <ul style="list-style-type: none"> ○ Develop solid skills with word processing, spreadsheet and presentation software including (but not limited) to: ○ Maintaining documents ○ Formatting content ○ Tracking and referencing ○ Mail merge ○ Maintaining workbooks ○ Applying formulas and functions ○ Presenting data visually |

| Course Schedule: | | |
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| Day | Topic | Content/Activities |
| 1 | Word Processing Software | <ul style="list-style-type: none"> ○ Syllabus review ○ Self-assessment |
| 2 | | <ul style="list-style-type: none"> ○ Controlling the editing and access to a document ○ Using and managing templates ○ Advanced font and paragraph attributes ○ Formatting characters |
| 3 | | <ul style="list-style-type: none"> ○ Creating, modifying styles ○ Defining and applying character styles ○ Inserting and formatting tables and charts ○ Insert Table data from MS Excel |
| 4 | | <ul style="list-style-type: none"> ○ Working with quick parts ○ Working with headers and footers ○ Review, compare and combine documents ○ Managing comments |
| 5 | | <ul style="list-style-type: none"> ○ Reviewing merged documents ○ Creating a reference page ○ Adding citations, sources and bibliography ○ Cross-referencing |
| 6 | | <ul style="list-style-type: none"> ○ Executing Mail merge ○ Building a recipient's list ○ Adding merge fields ○ Creating labels and envelops |

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|----|---|---|
| 7 | Spreadsheet Software Spreadsheet Software | <ul style="list-style-type: none"> ○ Apply workbook settings, properties and data options ○ Creating templates ○ Tracking changes in workbooks ○ Reviewing changes ○ Merging workbooks |
| 8 | | <ul style="list-style-type: none"> ○ Auditing formulas ○ Identifying invalid formulas and data ○ Correcting formula errors ○ Using the Audit window |
| 9 | | <ul style="list-style-type: none"> ○ Interactive calculations ○ Data summary tasks ○ Applying functions in formulas ○ Applying advanced chart features |
| 10 | | <ul style="list-style-type: none"> ○ Using chart templates ○ Creating dual-axes charts ○ Applying data analysis ○ Perform what-if analysis |
| 11 | | <ul style="list-style-type: none"> ○ Applying and manipulating pivot-tables ○ Applying and manipulating pivot-charts ○ Creating data connections ○ Editing links |
| 12 | | <ul style="list-style-type: none"> ○ Reviewing merged Spreadsheets |
| 13 | | Presentation Software |
| 14 | <ul style="list-style-type: none"> ○ Embedding video and audio to presentations ○ Charts in presentations ○ Applying advanced animation and slide transition features ○ Timing events | |
| 15 | <ul style="list-style-type: none"> ○ Using MS PowerPoint to construct posters ○ Making handouts | |
| 16 | <ul style="list-style-type: none"> ○ PowerPoint annotations ○ Presenter mode | |
| 17 | <ul style="list-style-type: none"> ○ Review for finals | |
| | Final Examination | |

Required Materials:

- Headphones
- Notebook PC or tablet computer with MS office installed

Course Policies (Attendance, etc.)

Student Responsibilities

As a class member, you are responsible for attending all classes and arriving on time, for participating as a member of a group, and for completing and handing in all assigned work.

Attendance and Lateness

- You can be absent a maximum of 2 times
- If you are more than 20 minutes late, you will be given an absence

Homework

The homework should be handed in at the beginning of every class. All homework submitted after that will **not** be considered.

Excused Absences

Excused Absence forms should be brought to instructors as soon as possible. If you know you will be missing classes talk to us beforehand so we can arrange make-up work.

Late Assignments

It is your responsibility to look for the instructor and check what assignments are due. Also, if you miss a class, it is your responsibility to contact the instructors to get handouts and explanations (missing a class is no excuse for not handing in homework).

Plagiarism and Intellectual Honesty

Plagiarism is representing someone else's intellectual property--words, ideas, or images--as your own. It is a very serious academic offense and plagiarized work is not accepted in this course. Ask one of the instructors if you have any questions about this. You are responsible for understanding what plagiarism is and knowing how to avoid it in your work.

Class Preparation and Review

Students are expected to spend at least one hour preparing for every hour of lesson, and one hour reviewing and doing homework. Make sure you review your notes after each class and make sure you understand the topics covered. Instructors are available outside the classroom in case students need additional assistance (please check office hours on the first page of this syllabus).

Very often, you will have homework assignments. Make sure you review those before coming to the next class. Also, check the class Content/Activities so you can be prepared for the class.

Grades and Grading

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| • Homework | 30% |
| • Portfolio | 10% |
| • Tests | 60% |

You will receive a mid-semester evaluation to let you know how you have been doing up to that point.

Methods of Feedback:

Homework assignments will be graded and returned within a week of submission. Additional comments and feedback will be given verbally in class, but students are encouraged to come to instructor's office during office hours in case extra explanations are needed.

Tests are usually graded using a rubric which will be made available and explained during the test period. Students are encouraged to ask additional clarification before the test starts.

Participation is required not only answering questions, but also asking questions.

Diploma Policy Objectives:

Work completed in this course helps students achieve the following Diploma Policy objective(s):

- 3: The ability to identify and solve problems
- 5: Proficiency in the use of information technology

Notes:

| 文部科学省から採択された 大学教育再生加速プログラム  | | Advanced | Proficient | Developing | Emerging | No Attempt |
|--|---|--|---|--|--|---|
| Critical Thinking | Ability to Identify & Solve Problems | Insightful comments in class discussions Student shows proven ability to analyze data, gather and assess resources, and disseminate opinions in a scholarly manner. | Able to contribute to class discussions, and to perform a basic analysis of data, gather and assess resources, and express opinions in an adequate manner. | Beginning to visualize the ways in which information can be combined and applied to solving a given problem, but struggles with complex and relationships | Student shows motivation but must learn the concepts and mechanisms that apply to critical thinking, such as information gathering, assessment and synthesis | I had no idea that this student was even enrolled in my class ← that is how underwhelming this student's performance was! |
| | Information Gathering | | | | | |
| | Assessment of Credibility | | | | | |
| Advanced Communication Proficiency | Public Speaking | Speaking is clear, using a broad range of vocabulary and relative jargon. Student uses appropriate social cues and nuance. | Able to create a relevant response when asked to express an opinion or respond to a complicated situation, but pronunciation and grammar can often make responses and explanations unclear to a listener and must be interpreted. | Able to answer questions and give basic information. However, inconsistent pronunciation, intonation and stress may sometimes make their responses difficult to understand or interpret. | Student is unsuccessful or finds it very difficult when attempting to explain an opinion or respond to a complicated scenario. The response may be limited to a single sentence or part of a sentence. | |
| | Social Skills | | | | | |
| | Professional Skills | | | | | |
| Global Perspectives | Cultural Relevancy | Fully engaged in current events and shows and understanding of social inequalities and cultural differences. | Student is aware of current events and world cultures, but is unable to apply macro-level situations to her/his own life. | Exhibits interest and intrigue in current events and world culture, but has difficulty understanding relevancy. | Student expresses one-sided ideals from an ethnocentric point of view. Completely lacks awareness of world issues or events. | |
| | Awareness of Current Events & Global Issues | | | | | |
| English Language Ability | Reading | Exhibits fluency/near fluency in speaking and writing. Grammar and reading ability similar to native English speaker. Able to use context clues when faced with unfamiliar vocabulary. | Proficient English ability; relies mainly on familiar vocabulary. Should be encouraged to advance beyond comfort zone. | Adequate English ability; must reference dictionary often | Student has some English ability, but lacks confidence in using and understanding. Very limited vocabulary knowledge, struggles with grammar and pronunciation Unable to form questions | |
| | Writing | | | | | |
| | Oral Communication | | | | | |
| | Writing | | | | | |
| | Oral Communication | | | | | |