1. The Syllabus System

Syllabus can be browsed and searched on the Website.

[Features]
- “Syllabus” can be updated anytime, even after classes have commenced.
- It is possible to browse the reference used in the class.
  Note: Material can be classified into two: One is open to the public, and the other is only open to campus students and staff.

[Reference] What is a syllabus?
A syllabus is a detailed class plan for the subject showing the course title, name of the instructor responsible for the class, course aim, content of each class, methods and criteria for assessing academic achievement, instructions on preparatory study, textbook and reference, and other necessary requirements in relation to taking the course. A syllabus not only provides information to assist students in making subject choices. **A syllabus also serves to show how classes will proceed throughout the whole course term, and to provide specific instructions on preparatory work necessary for each class. Much value is being placed upon the enhancement of the latter function.**
(Translation of the extract from the Ministry of Education, Culture, Sports, Science and Technology website (http://www.mext.go.jp/))

2. Shifting between pages

Syllabus Search → Syllabus Search Result → View Syllabus Information → Syllabus (previous years) Search
3. Explanation of screens

1) Syllabus Search
This page is for searching for the Syllabi of courses that are currently being taught (or scheduled to be taught).

The search conditions initially able to be specified are as follows.

**Keywords:** Searches in all fields within Syllabus, including the course information (Instructor, Days & Periods, Classroom, etc.).

**Course Title:** Searches prefixes and suffixes of course titles.

**Name of Instructor:** Searches prefixes of instructor names.

**Language:** Searches Language.

**Open Courses:** Searches Open Courses by placing a check in the check box.

**Term, Day, Periods:** Searches the terms, days and periods during which courses are run.

**School:** Searches locations where courses have been set up. If search options have been set, additional search conditions will be displayed when you press “Set” button.

* In the case of searching Syllabus by Full Name of Instructor, separate between Instructor’s first name and last name with a space.

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Search methods

In Keywords, Course Title, and Name of Instructor, you can also use “Wildcard Search,” “and Search,” “or Search,” or “not Search.” These options are described below.

<table>
<thead>
<tr>
<th>Search Option</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wildcard</td>
<td>You can search “items that contain the search word” by inserting the search word.</td>
<td>Condition 1 → Returns all terms that contain Condition 1.</td>
</tr>
<tr>
<td>and</td>
<td>You can search for items that match multiple conditions by separating multiple search words with the word “and” and inserting spaces in between.</td>
<td>Condition 1 and Condition 2 (Condition 1 Condition 2 is also possible) → Returns terms that contain both Condition 1 and Condition 2.</td>
</tr>
<tr>
<td>or</td>
<td>You can search for items that match any one of multiple conditions by separating multiple search words with the word “or” and inserting spaces in between.</td>
<td>Condition 1 or Condition 2 → Returns terms that contain either Condition 1 or Condition 2.</td>
</tr>
<tr>
<td>not</td>
<td>You can search for items that match one condition and do not match another condition, by separating multiple search words with the word “not” and inserting spaces in between.</td>
<td>Condition 1 not Condition 2 → Returns terms that contain Condition 1 but do not contain Condition 2.</td>
</tr>
</tbody>
</table>

(1) Search Options

Once a School has been selected, search options specific to that School can be displayed. Searches can be further narrowed down by designating this search option. Depending on the School, search options may not be set up. In such cases, additional search conditions will not be displayed.

(2) By pressing the “Search” button, a search will be made according to your search conditions, and you will be taken to the page listing the search results.

(3) By pressing the “Reset” button, you will erase the search conditions you have set.

(4) Pressing the “Go to Syllabus (previous years) Search” button will bring up the “Syllabus (previous years) Search” page.

(5) Clicking a link of "Manual" located at the upper right corner of the window will display the manual in a new window.
2) Syllabus (previous years) Search  
This page is for searching for the Syllabi of courses which have already concluded. Searches can usually be made on Syllabi for up to three years prior, but the number of searchable years depends on the School.

(1) By pressing the “Search” button, a search will be made according to your search conditions, and you will be taken to the page listing the search results.
(2) By pressing the “Reset” button, you will erase the search conditions you have set.
(3) Pressing the “Go to Syllabus Search” button will take you back to the “Syllabus Search” page.
(4) Clicking a link of "Manual" located at the upper right corner of the window will display the manual in a new window.
3) Syllabus Search Result
This page displays the list of courses that match your search conditions.

3.1 Syllabus Search Result

By pressing the “Choose” button of the relevant course, you will be taken to the “View Syllabus Information” page.

Pressing the “Back” button will take you back to the “Syllabus Search” page.

4) View Syllabus Information
This page displays the specific details of the course you have selected.

4.1 View Syllabus Information

Even after courses have commenced, course descriptions and online syllabus information may be subject to change according to the size of each class and the students’ comprehension levels.

The display position of "Language" was changed into the “Syllabus Information” from “Course Information”.

END

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