

ICS 101 Digital Tools for the Information World

3 credits

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EFFECTIVE DATE: Fall 2009

Windward Community College Mission Statement

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

Classes and Times

CRN 62064	ICS 101	Digital Tools for the Info World	MW	8:05-9:20 a	Noeau 123
CRN 62288	ICS 101	Digital Tools for the Info World	TTH	9:45-11:00 a	Noeau 123

Office Hours

Instructor may be found in Noeau Lab or Na'auao 121 Office

Day	Hours – May be in Noeau Lab 124
Monday	2:45 -3:30; 4:45 – 5; 7:50 – 8:15
Tuesday	11:00-11:15; 12:30 – 1:30
Wednesday	2:45 – 3; 5:30-6
Thursday	11:00-11:15; 12:30 – 1:30
Friday	Will schedule appointments as needed ☺

CATALOG DESCRIPTION

Hands-on computer class with emphasis on producing professional level documents, spreadsheets, presentations, database, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirement for College of Business (UHM and UHH) and UHM's Biology program and botany department. (3 hr. lect).

PREREQUISITE: ENG 100; MATH 25 or 1 yr. high school algebra.

LEARNING RESOURCES AND MATERIALS

Exploring MS Office 2007, Volume 1, 3rd Edition with **myitlab**, Grauer; Pearson 2009. (Written to Vista)

FILE STORAGE

All students **will need** a storage medium for the semester if they transport files from WCC to another computer. Each student will automatically have a storage section given to their username. Students must save all files to this drive. Students then will then copy these files to a Drive M:\courses\peggy\ICS 101 to be graded. Always work on your storage area—then copy to drive M so that a back-up copy of your HARD work is not lost.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

- Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
 - a. Produce documents in a variety of formats.
 - b. Create, edit, and format electronic spreadsheets using formulas, functions, and charts.
 - c. Utilize a database with queries and reports that display required data.
 - d. Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
 - e. Create web pages that contain hyperlinks and images that are suitable for publication.
- Utilize operating system interfaces to manage computer resources effectively.
- Extract and synthesize information from available Internet resources using intelligent search and discrimination.
- Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
- Describe ethical issues involved in the use of computer technology.

COURSE TASKS

The requirements for this course consist of three myitlab simulation projects, seven textbook projects, seven weekly quizzes (from myitlab concept readings), a midterm exam, and a final exam. The quizzes are focused on the acquisition of ideas, words, and concepts about computers, their use, and their impact. The quiz questions will be taken from Technology in Action Powerpoints found in myitlab and concepts covered in class. The exams will be based on assigned readings from the required texts and myitlab assignments, class lectures and skills involved in the project assignments. Both exams will contain a written and hands-on section. A student must average 60% on both exams to pass the course.

POINTS & DUE DATES

The assignment of points may vary slightly each semester but the following is typical:

10 Projects / Myitlab assignments	25 points	250 points
Seven Quizzes	variable points (approx 13 each)	95 points
Attendance	30 points	30 points
Web Portfolio	25 points	25 points
Midterm Exam	50points	50 points
Final Exam	50 points	50 points
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TOTAL		500 points

Holiday(s) affecting our classes:	Sept 7(M);Nov 11 (W); 11/26 (TH)
Last Day Official Withdrawal	October 15

PROJECT/MYITLAB POINTS & DUE DATES

Project	Project Synopsis & myitlab & Points	Filename	Points	Due Dates	
1	Create index for Webfolio (create in class)	index	25	M9/9	T9/8
2	File management	p2firstl	25	9/16	9/15
3	Myitlab (Excel 324 – 359)		25	9/28	9/24
4	Textbook (Excel 368-369) Need file chap1_pe1_solarsystem.xlsx	p4firstl	25	10/5	10/1
5	Myitlab (Excel 384- 398)		25	10/12	10/08
6	Textbook (Excel 443-458) Need file chap3_ho1_sales.xlsx	p6firstl	25	10/26	10/22
7	Myitlab (Access 557-586)		25	11/4	10/29
8	Textbook (Access 663-664) Start with blank database –no file	p8firstl	25	11/16	11/5
9	Textbook (PowerPoint 944-951) Need files Chap3_ho_shapes.pptx & chap3_ho1_friends.jpg	p9firstl	25	11/18	11/12
10	Webpage		25	12/7	12/8
	Total Points for Myitlab & Projects		250		

QUIZ DUE DATES:

Quizzes	MW	TTH
1	9/9	9/10
2	9/16	9/17
3	9/23	9/24
4	9/30	10/1
5	10/7	10/8
6	10/21	10/22
7	10/28	10/29

Projects will be graded and assigned points on the following basis:

- The assignment produces the correct output in the correct folder location.
- The assignment is grammatically correct (no misspellings / incomplete sentences, incorrect subject/verb agreement, etc).
- Projects must be posted/handed in on given due date and will NOT be accepted late unless a written doctor's excuse is provided showing the student was unable to complete the assignment. (Reread this and ask questions if necessary.)

No retests are given. Make-up tests and waiver of minimum levels of achievement are given only in unique situations at the instructor's discretion. In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. Students should contact the instructor if there is an absence.

The letter grade for the course will be given as follows:

- A 90 - 100% of possible points
- B 80 - 89% of possible points
- C 70 - 79% of possible points
- D 60 - 69% of possible points
- F Below 60% of possible points

VIEWING YOUR ICS 101 GRADES

Grades are displayed online in Laulima under Post Um.

CHEATING POLICY

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted files, work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of cheating if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
6. The penalty for cheating is severe. Any student found cheating is subject to receive a failing grade for the course and will be reported to Student Services. If a student is unclear about whether a particular situation may be considered cheating, the student should meet with the instructor to discuss the situation. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a grouped assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.

ADDITIONAL INFORMATION

LAB HOURS: See Computer Lab Door

COMPUTER LAB PAPER: The Academic Computing Services has established a policy allowing a quota of paper to every lab user. After this quota is used, students will be billed for paper usage. This policy will be discussed the first week of our class.

(<http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm>)

COMPUTING STAFF

Computing staff may be on duty to solve hardware and software problems only. If your computer malfunctions or your printer is out of paper, they can assist with this. The staff is not considered laboratory assistants or homework/project aides.

CLASS COLLEAGUES Exchange names, contact phone numbers, and emails with three students in class for emergency purposes.

Contact	Phone	Email

Login to Noeau computers	First 6 letters of last name + first letter of first name. (No spaces& lower case)
Password to Noeau computers	Last 4 digits of your ss#
Login to Laulima	Same as My UH login
Password to Laulima	Same as My UH password
Laulima website	http://laulima.hawaii.edu
	https://laulima.hawaii.edu/
Myitlab website	http://www.myitlab.com
Myitlab password	
WCC's Web Site	http://www.wcc.hawaii.edu
UH Web Site	http://www.hawaii.edu
Your Web Portfolio	http://www2.hawaii.edu/~your_uh_username/
Personal Web Page Options	https://sunsys.its.hawaii.edu/acctmgmt/

Make the above sites favorites on your Web browser.

ELECTRONIC DEVICES IN CLASS POLICY

Cellular phones, pagers, CD players, radios, iPods and similar devices are to be turned off and not used in the classroom and laboratory facilities.

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Notes:

Digital Tools for the Information World (ICS 101)
MW (CRN 62064) 8:05-9:20 a.m. with 30 sessions

#	Date	Topic & Text References: Exploring Office 2007 -Green Excel; Purple Access; Brown PPT	Key Dates
1	8/24	Introduction; Course Outline & Syllabus; Lab setup; Lulima ;Myitlab setup; Emphasize spreadsheet component; Windows Vista OS; Computer Information Literacy Requirement (optional); Bring text to next class to enter myitlab	
2	8/26	Need text and myitlab access code found with 101 Textbook Hand out Project Booklet & Mark textbook for projects Talk about Quizzes; File Management (is included in Project 2); Digital pictures in class ; Questions on Lulima? Myitlab setup?	
3	8/31	Intro to Dreamweaver; Work on Project 1 in class and Create Web Page named index for displaying future projects: Open SSH Secure Shell (FTP program) to upload webpage to UH Web server; Take digital pictures in class and use Irfview to resize a picture	
4	9/2	Testing procedures in myitlab for Quizzes; Work on Project 1 to upload to UH	Practice Quiz
	9/7	Labor Day Holiday	
5	9/9	Project 1 due – will upload to UH server in class if haven't already; Look at Project 2	Quiz 1 & Project 1 due
6	9/14	Enhance Web Page index; Change graphic if you wish; Review uploading files to UH web server using SS Secure Shell; Review File Management; Go over Project 2 and work on project 2	
7	9/16	Intro to Spreadsheets; Review myitlab and begin project 3 from myitlab.	Quiz 2 & Project 2 due
8	9/21	Spreadsheets	
9	9/23	Spreadsheets	Quiz 3
10	9/28	Spreadsheets	Project 3 due
11	9/30	Spreadsheets (Remind that midterm is 10/12)	Quiz 4
12	10/5	Spreadsheets	Project 4 due
13	10/7	Spreadsheets	Quiz 5
14	10/12	Review for Midterm	Project 5 due
15	10/14	Midterm Exam Oct 15- Last Day of Official Withdrawal	
16	10/19	Spreadsheets	
17	10/21	Spreadsheets & Intro to Databases	Quiz 6
18	10/26	Database	Project 6 due
19	10/28	Database	Quiz 7
20	11/2	Database ; Webpage Overview	
21	11/4	Database	Project 7 due
22	11/9	Intro to PowerPoint	
	11/11	Veteran's Day	
23	11/16	PowerPoint	Project 8 due
24	11/18	Review Dreamweaver	Project 9 due
25	11/23	Webpage work	
26	11/25	26 & 27 Thanksgiving Holiday; Webpage work	
27	11/30	Webpage work	
28	12/2	Webpage work ; Dec 1- Application for Sp 2010 Semester	
29	12/7	Webpage work	Project 10 due
30	12/9	Last day of Instruction ; Look at WebPages; 12/11-18 Exams	
	12/16	Final Exam 8:30 – 10:20 am	
	12/21	12/24 Grades available via My UH Portal	

Digital Tools for the Information World (ICS 101)
TTH (CRN 62288) 9:45 – 11:00 a.m. with 31 sessions

#	Date	Topic TTh 31 sessions Text References: Exploring Office 2007; myitlab	Due Dates
1	8/25	Introduction; Course Outline & syllabus; Lab setup; Laulima ;Myitlab setup; Emphasize spreadsheet component; Windows Vista OS; Computer Information Literacy Requirement (optional); Bring text to next class to enter myitlab	
2	8/27	Need text and myitlab access code found with 101 Textbook Hand out Project Booklet & Mark textbook for projects Talk about Quizzes; File Management (is included in Project 2); Digital pictures in class ; Questions on Laulima? Myitlab setup?	
3	9/1	Intro to Dreamweaver; Work on Project 1 in class and Create Web Page named index for displaying future projects: Open SSH Secure Shell (FTP program) to upload webpage to UH Web server; Take digital pictures in class and use lrfview to resize a picture	
4	9/3	Testing procedures in myitlab for Quizzes; Work on Project 1 to upload to UH	Practice Quiz
5	9/8	Project 1 due & will upload to UH server in class if haven't already; Look at Project 2	Project 1 due
6	9/10	Enhance Web Page index; Change graphic if you wish; Review uploading files to UH web server using SS Secure Shell; Review File Management; Go over Project 2 and work on project 2	Quiz 1
7	9/15	Intro to Spreadsheets; Review myitlab and begin project 3 from myitlab.	Project 2 due
8	9/17	Spreadsheets	Quiz 2
9	9/22	Spreadsheets	
10	9/24	Spreadsheets	Quiz 3 & Project 3 due
11	9/29	Spreadsheets (Remind that midterm is 10/13)	
12	10/1	Spreadsheets	Quiz 4 & Project 4 due
13	10/6	Spreadsheets	
14	10/8	Review for Midterm	Quiz 5 & Project 5 due
15	10/13	Midterm Exam Oct 15- Last Day of Official Withdrawal	
16	10/15	Spreadsheets	
17	10/20	Spreadsheets & Intro to Databases	
18	10/22	Database	Quiz 6 & Project 6 due
19	10/27	Database	
20	10/29	Database ; Webpage Overview	Quiz 7 & Project 7 due
21	11/3	Database	
22	11/5	Intro to PowerPoint	Project 8 due
23	11/10	PowerPoint	
24	11/12	Review Dreamweaver	Project 9 due
25	11/17	Webpage work	
26	11/19	26 & 27 Thanksgiving Holiday; Webpage work	
27	11/24	Webpage work	
	11/26	Thanksgiving Holiday	
28	12/1	Webpage work	
29	12/3	Dec 1- Application for Sp 2010 Semester ; Webpage work	
30	12/8	Webpage work	Project 10 due
31	12/10	Last day of Instruction; Look at WebPages; 12/11-18 Exams	
	12/17	Final Exam @9:30-11:20 a	
	12/24	Grades Available via My UH Portal	