

## ICS 100 Computing Literacy and Applications

3 Credits

**INSTRUCTOR:** Peggy Regentine  
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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	Course No	Days	Time	Lab	
62331	ICS 100	MW	1:30 – 2:45	Noeau 123	15 wk
62062	ICS 100	TTH	11:15-12:30	Noeau 123	15 wk

Holiday(s) affecting our classes:

Sept 7(M);Nov 11 (W); 11/26 (TH)

#### 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

#### ICS 100 Computing Literacy and Applications (3)

This course is an introduction to information technology. Upon completion of the course, the student should be able to:

- Describe the process of changing data into information.
- Identify the benefits of being computing literate and how computing competency will affect their future.
- Describe how computers have affected society.
- Discuss computer ethics.
- Demonstrate an understanding of computer terminology.
- Identify hardware components.
- Identify and describe a variety of software programs.
- Produce word processing, spreadsheet and database documents.
- Manipulate graphical objects in the above.
- Demonstrate an understanding of online and multimedia communication.
- Manage assignments using the World Wide Web and the Internet.

(Recommended Preparation: Keyboarding skills or OAT 20B, English 100 skills, Math 24 skills.)

## STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

- Utilize the basic features of computer applications to communicate effectively (major content area).
- Utilize operating system interfaces to manage computer resources effectively.
- Utilize online resources for research and communication.
- Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
- Describe ethical issues involved in the use of computer technology.

## LEARNING RESOURCES

The Pearson Custom Program for CIS

Information and Computer Science (ICS)

Windward Community College 2009-2010

GO! With Microsoft Office 2007 Gaskin; Ferrett; Vargas; Marks; Prentice Hall; Copyright © 2009; and **myitlab access**. Students **must have** myitlab access for this class.

## COURSE TASKS & NEEDS

Students will be required to use the computer and the Internet to solve word processing, spreadsheet, database and PowerPoint problems as well as communicate using online tools. Lalima, the University of Hawaii course management program will be used and students must have access to the Internet via a school, work, or home computer. Students will work with a simulation software entitled myitlab and will follow the simulation online. This material is coordinated with the text above as well. The files for this simulation will be saved within the myitlab program and on the Internet.

Some files will be saved on the WCC network on a drive F or drive M. File naming procedures listed in the project booklet will be used. Failure to name files properly will affect your grade.

## HANDS-ON ASSIGNMENTS, Pages, File names, DUE DATES & Points Possible

Assignment	Type	Pages from text	Location	Filename to give file	Due Date	Points
Assignment 1	W	57-78	myitlab	5a_Application_Letter_First_last		5
Assignment 2	W	155-175	myitlab	6b_Law_overview_first_last		15
Assignment 3	W	201-224	myitlab	7a_Photography_Flyer_First_last		20
Skills Quiz					unannounced	10
Assignment 4	PPT	3-53	text	Ppt1_first_last		10
						Test1 (40)
Assignment 5	E	269-319	myitlab	9a_Auto_Sales_First_Last		10
Assignment 6	E	320-335	myitlab	9b_Safety_Products_first_last		15
Assignment 7	E	367-394	myitlab	10a_ticket_sales_first_last		15
Skills Quiz					unannounced	10
Assignment 8	PPT	3-53	text	PPT2_first_last		10
						Test2 (40)
Assignment 9	Acc	441-476	myitlab	12A_Contact_Information_First_last		15
Skills Quiz					unannounced	15
Assignment 10	PPT	523-548	myitlab	15A_Expansion_First_Last		15
Assignment 11	PPT	PPT –computer topic		PPT3_First_Last		15
						Test3 (40)

## Chapter 1 Basic Computer Concepts Readings & PPT Assignments

Terms will be assigned for each to define

Mod 1PPT	Pages 3-53
Mod 2 PPT	Pages 3-53

### FILE STORAGE:

It is recommended to purchase a storage device for the semester if you plan to transport files between WCC and home. You will NOT need to transport myitlab files as they are on the Internet and a home computer with Internet access will allow similar computer work. At WCC, students will automatically receive a Drive F (Documents) given to their username. It is recommended that you save files to this drive F. You may be asked to copy certain files to a Drive M:\courses\peggy\ICS100 to be graded.

**EAR BUDS:** You will need either ear buds or the lab headsets when working with myitlab's Expert Demonstration Document (EDD) so you will not disturb classmates.

**PARTICIPATION:** Class participation is required (discussion, PowerPoint assignments, *attendance*, email and other participation). Attendance is a part of your grade. Three unscheduled skills labs are to be given to encourage good attendance. Students who miss project due dates or daily class assignments will NOT be given credit for the missed work without a doctor's excuse. **No assignment will be accepted after the due date.** If the student encounters an emergency situation, please contact the instructor before the return to class. Students are responsible for making up missed assignments to complete the course. Participation is calculated into your grade. Points are given for attendance.

## ASSESSMENT TASKS AND GRADING

**TESTS & EXAMS:** There will be three grades--one for each module. Exams will focus primarily upon material covered in class as well as reading assignments. Exams will be comprised of 50% written exam items and 50% hands-on problems. To pass the course, students must score 60% or above in each of the 3 modules. **Make-up exams and waiver of minimum levels of achievement are given only with a doctor's excuse.** In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. An F grade will be assigned to students involved in cheating systems. See Cheating Policy below.

**TEST DATES:** Because this is a modular course with 3 different segments, tests are scheduled approximately every third part of the semester as listed below:

**GRADING:** The letter grade for the semester will be assigned as follows:

A 90% - 100% of total points possible

B 80% - 89%

C 70% - 79%

D 60% - 69%

F Below 60%

### Can I get an "N grade"?

The 'N' grade indicates that the student has **worked conscientiously**, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

## VIEWING YOUR ICS 100 GRADES

Course Points are listed below:

MW & TTH Classes	Points	Test Dates
Module 1 Word Processing/Computer Concepts	100 points	9/28MW & 9/24TTh
Module 2 Spreadsheet/Computer Concepts	100 points	11/2MW & 10/29TTh
Module 3 Database/PPT Computer Literacy	100 points	12/9MW & 12/10 TTh
Total	300 points	

## 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:

- Represent the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

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 the 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>)

## ACS STAFF

The ACS Staff in the open lab is 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 as laboratory assistants and, therefore, they are not responsible for answering specific homework/laboratory questions.

## IMPORTANT DATA (Fill in)

Login to Noeau Computers	First 6 letters of last name + first letter of first name (no spaces)
Password	Last 4 digits of your social security number
<a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a>	
Login to Laulima	Same as login to My UH
Password to Laulima	Same as password to My UH
<a href="http://myitlab.com">http://myitlab.com</a>	
Login to myitlab	Same as login to MY UH
Password to myitlab	Same as password to My UH
CIL website	<a href="http://www.hawaii.edu/wccil/index.shtml">http://www.hawaii.edu/wccil/index.shtml</a>
WCC's Website	<a href="http://www.wcc.hawaii.edu/">http://www.wcc.hawaii.edu/</a>
UH's Website	<a href="http://www.hawaii.edu">http://www.hawaii.edu</a>

Add as a favorite the above sites. I will check if you created the above “favorites” in September and you will have points deducted if you have not done this.

**THREE COLLEAGUES IN CLASS**

Contact	Phone	Email

Last Inst Day
MW 12/9
TTH 12/10

**ELECTRONIC DEVICES IN CLASS POLICY**

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

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