University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition [□] [□] Regular or [□] Experimental or [□] Other [□]
   - B. Deletion [□]  
   - C. Modification: [□] in credits [□] in title [□] in number or alpha [□]
     [□] in prerequisites or co-requisites [□] Other [□] (click to specify)

2. New Alpha, Number and Title
   Digital Tools for the Information World
   3. Credits 3 credits

4. Old Alpha, Number and Title
   ICS 101
   5. Credits 3 credits

6. New 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 requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

7. Select box and type specific information in text box.
   - Prerequisites [□] [□] Corequisites or [□] Recommended Preparation
   - English 100, Math 25 or 1 yr. HS Algebra.

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   Semester Fall
   Year 2006

10. This course [□] is proposed for the * Program. [□] can fulfill AA Elective If Other, specify Requirement for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td>CS 101 Microcomputer Applications Software</td>
<td>KauaiCC</td>
<td>ICS 101 Tools for Information Age</td>
</tr>
<tr>
<td>UH Manoa</td>
<td>ICS 101 Tools for Information Age</td>
<td>Kapiolani CC*</td>
<td>ICS 101 Tools for Information Age</td>
</tr>
<tr>
<td>HawaiiCC</td>
<td>ICS 101 Microcomputer Applications Software</td>
<td>Honolulu CC*</td>
<td>ICS 101 Tools for Information Age</td>
</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - [□] Already articulated with all of the above.
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - [□] Appropriate for Articulation with
   - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - [□] Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   Effective Fall 2007, each university and community college offering the course has agreed to change the course alpha, number, title and description to the above in alignment of the November 2005 University of Hawaii System Articulation Agreement for ICS and CS. The primary purpose of this articulation agreement is to facilitate the matriculation of students and the transfer of courses across the university system.

Requested by: [Signature]
Department Chairperson
Date: 12/14/05

Approved by: [Signature]
Curriculum Committee Chairperson
Date: February 14, 2006

Dean of Instruction
Date: February 21, 2006

Provost
Date: 2/28/06

CCCM #6100 (Amended for WCC use October 2002)
## Levels of Review of Course Proposal at Windward Community College

### Course Alpha, Number, and Title:

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 1. Department Area (more than one departmental instructor's signature required)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/16/05</td>
</tr>
<tr>
<td></td>
<td>12/16/05</td>
</tr>
<tr>
<td></td>
<td>12/16/05</td>
</tr>
<tr>
<td></td>
<td>12/16/05</td>
</tr>
</tbody>
</table>

#### 2. Department

Department Chairperson

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/16/05</td>
</tr>
</tbody>
</table>

Was this course discussed in a department meeting?  
☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/05</td>
</tr>
</tbody>
</table>

#### 3. Division

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/23/06</td>
</tr>
</tbody>
</table>

#### 4. Curriculum Committee Review

- Approved ☑
- Disapproved ☐

Reason:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February 14, 2006</td>
</tr>
</tbody>
</table>

Curriculum Committee Chairperson

---

CCCM #6100 (Amended for WCC use October 2002)
WCC Form for Course Modifications

Course ICS 101 Tools for the Information Age
Submitted by Peggy Regentine
Date January 23, 2006

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

Title Change and Catalog course description change.
Old:
This course examines the major application programs and encourages students to incorporate technology in their work and lives. Upon completion of this course, the student should be able to:
- Understand computing terminology.
- Discuss computing literacy concepts in current events in class and via electronic bulletin boards and chats.
- Discuss and compare hardware and software changes and updates.
- Compare operating systems.
- Understand file management.
- Become proficient with electronic communications (electronic mail, bulletin board, and Web Page Display).
- Design spreadsheets that will solve a problem, compute and graph data, and present information professionally.
- Create, organize, and maintain a database.
- Create database queries.
- Utilize the Internet and World Wide Web.
- Display their work in a personal Webfolio.

New:
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 requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

2. What is the rationale for the change?

Effective Fall 2007, each university and community college offering the course has agreed to change the course alpha, number, title and description to the above in alignment of the November 2005 University of Hawaii System Articulation Agreement for ICS and CS. The primary purpose of this articulation agreement is to facilitate the matriculation of students and the transfer of courses across the University system.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

No.

4. Is the course articulated with any 4-year program? *

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

Yes, in November 2005 an articulation agreement to facilitate the matriculation of students and the transfer of courses across the University of Hawaii system was created. Its purpose was to also inform students whose program of study requires ICS or CS courses as part of their degree requirements of the program opportunities that are available to them throughout the UH system. The scope of the agreement is among the UH Community Colleges, the University of Hawaii at Hilo, and the University of Hawaii at Manoa.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

None.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

No.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *
WINDWARD COMMUNITY COLLEGE

COURSE: Digital Tools for the Information World

<table>
<thead>
<tr>
<th>Alpha</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 101</td>
<td>MWF</td>
<td>ICS 101</td>
<td>TTh</td>
<td>Noeau 124</td>
</tr>
<tr>
<td>ICS 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CREDIT HOURS: 3 Lecture Hours

PREREQUISITES: English 100; Math 25 or 1 yr. High School Algebra

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 requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

REQUIRED TEXTS:
Discovering Computers 2006 A Gateway to Information, Brief, Shelly/Cashman/Vermaat, Thomson/Course Technology, 2006;


(You do not have to purchase the text below as it is provided by the publisher to use in class)

INSTRUCTOR:

OFFICE:

COMMUNICATION: Switchboard
Voice Mail
Email:

OFFICE HOURS: Instructor may be in office or Noeau Lab 124

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
</table>

LAB HOURS: See Computer Lab Door
ICS 101: TOOLS FOR THE INFORMATION AGE

1. 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.

2. Utilize operating system interfaces to manage computer resources effectively.

3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.

4. 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.

5. Describe ethical issues involved in the use of computer technology.
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)

COURSE OBJECTIVES:
Upon completion of this course, the student should be able to:
- Understand computing terminology
- Discuss computing literacy concepts in current events in class and via electronic bulletin boards and chats
- Discuss and compare hardware and software changes and updates
- Compare operating systems
- Utilize Windows utility programs and file handling commands
- Move around in a directory and subdirectory hierarchy structure
- Become proficient with electronic communications (electronic mail, bulletin board, and Web Page Display)
- Create a web folio web page displaying projects from class
- Design spreadsheets that will solve a problem, compute and graph data, and present the information professionally
- Extract significant data from a spreadsheet to various graphs
- Generate formulas and utilize built-in functions to calculate data for a spreadsheet
- Design a presentation (Who, What, Where, When, Why, and How)
- Incorporate presentation software into a presentation
- Enhance a presentation using PowerPoint
- Create a database
- Organize data and maintain the database
- Create database queries
- Produce lists, forms and reports from the database
- Incorporate graphics into the above applications
- Communicate via chats, email and bulletin board discussions
- Utilize the Internet and World Wide Web®
- Master a subset of the Computing Information & Literacy (CIL) objectives

COURSE CONTENT
The requirements for this course consist of seven projects, eight weekly quizzes (one per chapter for Discovering Computers 2006), 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 the text Discovering Computers 2006. The exams will be based on class lectures, assigned readings from the required texts, group assignments and skills involved in the project assignments. Both exams will contain both a written and hands-on section. Each of the projects will have equal weight. A student must average 60% on both exams to pass the course.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Points (Typical)</th>
<th>Points (Extra)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven Projects</td>
<td>50 points</td>
<td>350 points</td>
</tr>
<tr>
<td>Eight Quiz points</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td>DB CIL Exam</td>
<td>5 points</td>
<td>5 points</td>
</tr>
<tr>
<td>SS CIL Exam</td>
<td>5 points</td>
<td>5 points</td>
</tr>
<tr>
<td>Attendance</td>
<td>25 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Web Portfolio</td>
<td>25 points</td>
<td>25 points</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>50 points</td>
<td>50 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50 points</td>
<td>50 points</td>
</tr>
</tbody>
</table>

TOTAL: 600 points or 610 (Extra Points)
Projects will be graded and assigned points on the following basis:
- The assignment produces the correct output
- A logical plan was used to solve the problem
- 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

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.

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 laboratory assistants and, therefore, is not responsible for answering specific homework/laboratory questions.

Viewing your ICS 101 grades
Your grades are displayed in the My Grades Icon of your WebCT homepage.

File Storage
All students will need storage medium for the semester if they transport files from WCC to home. Each student will automatically have a Drive F (My Documents) given to their username. Students must save all files to this drive F. You will then copy these files to a Drive M:\courses\peggy\ICS 101 to be graded. Always work on your drive F—then copy to drive M so that a back-up copy of your work is on F.
EXAMINATION DATES:

<table>
<thead>
<tr>
<th></th>
<th>Last Instructional Day</th>
<th>8 open book Quizzes</th>
<th>Midterm</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF Class</td>
<td>May 3</td>
<td></td>
<td>May 8 @ 9:30-11:20</td>
<td></td>
</tr>
<tr>
<td>M-Th Class</td>
<td>May 2</td>
<td></td>
<td>May 9 @ 11:30 – 1:20</td>
<td></td>
</tr>
</tbody>
</table>

Holiday(s) affecting our classes: MWF
- Jan 16 - MLK Day
- Feb 20 - Pres Day (Feb 17 Wbite)
- March 3 - Non-Instructional Day
- March 27 - 31 - Spring Break
- April 14 – Good Friday

Holiday(s) affecting our classes: T/TH
- March 28 & 30 Spring Break

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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Login to No’eau computers
First 6 letters of last name + first letter of first name. (No spaces)

Password to No’eau computers
Last 4 digits of your ss#

WebCT
http://webct.hawaii.edu

WCC’s Web Site
http://www.wcc.hawaii.edu

UH Web Site
http://www.hawaii.edu

Your WebPortfolio
http://www2.hawaii.edu/~your_uh_username/

Personal Web Page Options
https://sunsys.its.hawaii.edu/acctmgmt/

Discovering Computers Website
http://www.scsite.com/dc2006/

**Bookmark or add a favorite** for 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.

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.

Notes:
ICS Modification—

1. Other is The New Course Catalog Description.

2. The Alpha and Numeric are not new- they are the same ICS 101
   Thus I did not put them in the slot for “New”

3. I am glad you asked this. I am attaching the Articulation Agreement signed by all of
   the CCs and UH and the page that shows the prereqs for all the colleges. ALL CCs have
   a requirement of Math 25 and Eng 100 or higher.

I am attaching a page from the Excel text which shows the IF function of one of the
projects. This function is similar to the IF THEN ELSE programming structure that is
used in a Java, C, C+ (programming) class. Students do need some algebra to
understand.

Counselors have questioned this before and ICS 101 is similar to BUS 311 at UH and
students do need some algebra background. (see attached email)

peg