ICS 100 Computing Literacy and Applications

3 Credits - MWF

INSTRUCTOR: Emi Troeger
OFFICE: Na‘uaoo 135
TELEPHONE: 236-9252 (office)
EMERGENCY E-MAIL: emi@hawaii.edu
E-MAIL: wccilemi@hawaii.edu
EFFECTIVE DATE: Spring 2008

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.

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 BUSN 20B, English 100 skills, Math 24 skills.)

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are as follows:

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

RELATING COURSE TASKS TO SLOS

Learning Outcome 1

Use UH Webmail and MyUHPortal e-mail
Send and receive attachments
Edit photos using Irfanview software
Complete projects using Microsoft® Word, Excel, PowerPoint, and Access software
(This one will be spread out over the semester.)

Learning Outcome 2

Use the operating system (Vista) to create folders and manage files
Use the operating system to sort files
Use the operating system to find/search for files
Use operating system to manage resources such as the printer
Learning Outcome 3
Use a browser to find and evaluate references for projects
Use a browser for Web-based e-mail
Use a browser to navigate to WebCT course management system (webct.hawaii.edu)
Use a browser to navigate to MyUHPortal (myuhportal.hawaii.edu) (laulima.hawaii.edu)

Learning Outcome 4
Define, explain, and demonstrate proper computer terminology usage
Complete practice quizzes (http://wpse.prentice.com/bp_go2007intro_1/)
Complete quizzes and exams; a portion of the quizzes and exams will require use of WebCT.

Learning Outcome 5
Read and react to case studies concerning behavior in the information age.
Share clippings with the class on timely issues.

**CLASSES AND TIMES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100</td>
<td>62133</td>
<td>MWF</td>
<td>8:30 a.m. – 9:20 a.m.</td>
<td>Kuhina 114</td>
</tr>
<tr>
<td>ICS 100</td>
<td>62134</td>
<td>MWF</td>
<td>10:30 a.m. – 11:20 a.m.</td>
<td>Kuhina 114</td>
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**OFFICE HOURS**

MWF: 9:20 – 10:20 a.m. in Kuhina 112 with the exception of March 7.
TTH: 9:30 – 10:00 a.m.
For meetings at other times, please make an appointment by calling 236-9252 or by e-mailing emi@hawaii.edu.

**LEARNING RESOURCES**

- Printing paper – please deposit $5 into your printing paper account at the Library. Many assignments will require a hard (printed) copy for the instructor.

**ASSESSMENT TASKS AND GRADING**

**Active Participation (1 - 5%)**
Evidence of participation will be assessed on five to ten unannounced occasions during the semester. Evidence may include being present in class, writing a short e-mail addressing a specific topic, or participating in a discussion board.

**Quizzes (10%)**
There will be four quizzes. Students must be present in class to take quizzes.

**Exams (40%)**
There will be three hands-on exams and four concepts exams. To pass the course, you must average 60% or higher in each of the three modules and the final exam, which is part of the fourth module.

Make-up exams will be scheduled in the TLC and will be allowed only with a documented reason. For example, you’ll need a doctor’s note, a phone call or e-mail prior to the absence, a jury duty notice letter, etc.

**Daily Work (35 - 40%)**
In-class and homework assignments will be collected at announced times. Names must be included on all projects. Work will be submitted digitally on floppy disks or via e-mail. If you are absent, you will have up to one week to submit the work. You will also need to schedule an evaluation appointment with the instructor to go over the work.

**Final Project (10%)**
The final project topic will be assigned in April. Students will complete individual research projects and present the results to the entire class using a PowerPoint presentation. Questions in the final cumulative exam will be based on the content of the projects.

**Bonus Points**

Opportunities for bonus points will appear throughout the semester. Possible opportunities include peer tutoring; book, or movie reviews, completing additional assignments, demonstrating a special skill; finding outstanding Web resources and sharing them with the class, etc.

**Summary and Grading Plan**

The class will be divided into four modules. The first three modules will consist of approximately 100 points.

Module 1 (100 points) will consist of SLO 1 and SLO 2 and will include word processing and presentations.
Module 2 (100 points) will consist of SLO 3 and SLO 4 and will include spreadsheets up to Chap. 10
Module 3 (100 points) will consist of SLO 5 and will include database exercises and the outlines for the final project.
Module 4 (50 points) will consist of the final project and a cumulative final exam.

To determine the final grade, results from the three modules and the final exam will be added and divided by 3.5. The letter grade for the semester will be assigned as follows:

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

The “N” grade indicates that the student has worked conscientiously, attended class regularly, completed all assignments, fulfilled course responsibilities, and 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. In a nutshell, to receive an “N” grade, you must attend class regularly, make progress, and still not earn enough points to pass the course. Or, you must suffer greatly from illness or unusual circumstances. If at the end of the semester, you decide that you want an “N” grade, be prepared to write a memo to your instructor, explaining how you meet the criteria for an “N” grade.

**STATEMENT AND POLICIES**

**Disabilities Accommodation Statement**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ʻAkoakoa 213 for more information.

**Academic Dishonesty—Cheating and Plagiarism**

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. See p. 16 in the Windward Community College catalog. Students shall be guilty of cheating if they:

- Represent the work of others as their own (plagiarism).
- 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.

Note: If you are caught cheating on exam, it is possible that you could be placed on probation for a semester.

**In-class Policy Regarding Children**
Please establish babysitting arrangements prior to school holidays and possible illnesses. Children do not belong in class; nor should they be left unattended outside the classroom or in vehicles.

**Electronic Devices**
Please turn off electronic devices during class.

**Instructor’s Policy on Textbooks**
Please purchase all required textbooks and pay for printing costs at the Library.

**Illness**
Please contact your instructor at 236-9252 or e-mail emi@hawaii.edu if you are ill or otherwise unable to attend class. If you have a fever, please do not attend class.

**RESOURCES**

**Academic Computing Services (ACS)**
The ACS Staff is on duty to solve hardware and software problems only. If your computer malfunctions or your printer is out of paper, they can assist you. The staff is not considered laboratory assistants and, therefore, they are not responsible for answering specific homework/laboratory questions. Location TBA.

**Computer Lab Paper**
The Academic Computing Services grants each new Windward Community College student an initial paper allowance for printing documents. Once it is used, students have to pay for paper usage at the Library. This policy will be discussed the first week of our class. Please arrange for paper credit at the Library to avoid last-minute dashes to the Library during exams. ([http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm](http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm))

**File Storage**
You may wish to purchase a storage device (flash drive) for the semester if you plan to transport files between WCC and home. Please note that you will automatically be assigned hard drive space on Drive F according to your WCC username. You must save all files to Drive F (and the floppy) for the majority of assignments. Create a folder in Drive F named **ICS 100**. Within that folder, create six folders: Practice, File Management, Word Processing, Spreadsheets, Database, and Final Project.

**Important Information**

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<thead>
<tr>
<th>Login to Network Computers</th>
<th>First 6 letters of last name + first letter of first name (no spaces)</th>
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<tbody>
<tr>
<td>Password</td>
<td>Last 4 digits of your social security number</td>
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<tr>
<td>Login to WebCT and Laulima</td>
<td>Same as login to My UH</td>
</tr>
<tr>
<td>Password to WebCT and Laulima</td>
<td>Same as password to My UH</td>
</tr>
<tr>
<td>Your WebCT Site (Make a Favorite!)</td>
<td><a href="http://webct.hawaii.edu">http://webct.hawaii.edu</a></td>
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<tr>
<td>WCC’s Website</td>
<td><a href="http://www.wcc.hawaii.edu">http://www.wcc.hawaii.edu</a> or <a href="http://windward.hawaii.edu">http://windward.hawaii.edu</a></td>
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<tr>
<td>UH’s Website</td>
<td><a href="http://www.hawaii.edu">http://www.hawaii.edu</a></td>
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<td>UH Laulima link</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
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<tr>
<td>CIL Web site</td>
<td><a href="http://www.hawaii.edu/wccil">http://www.hawaii.edu/wccil</a></td>
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**TLC Hours – Manaleo 113**
Monday and Tuesday: 8 a.m. – 6 p.m.
Wednesday and Thursday: 8 a.m. – 8 p.m.
Friday: 8 a.m. – 4 p.m.

**Library Hours**
Monday and Tuesday: 8 a.m. – 8 p.m.
Wednesday and Thursday: 8 a.m. – 6 p.m.
Friday: 8 a.m. – 4 p.m.

**Tutoring Resources**

- TRiO Office at Manaleo 107—must meet criteria
- Mentoring Program at Akoakoa
- Tutoring for disabled student—see Ann Lemke
- Peer tutoring