ICS100 – Computing Literacy & Applications
3 Credits
CRN: 62061 MWF 10:30-11:20 am

INSTRUCTOR: Vanessa Cole
OFFICE: Na‘auao 143
OFFICE HOURS: Monday & Wednesday, 11:30 – 12:30
Mondays 1:30-2:30

TELEPHONE: 236-9295
EMAIL: vanessa@hawaii.edu (preferred method of contact)

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.

CATALOG DESCRIPTION
This course is a non-technical introduction to computers and their use in today's society. Students will be introduced to basic computer concepts, computer terminology, and computer hardware and software. This course includes hands-on experience with word processing, spreadsheet, and database software.
PREREQUISITE: ENG 100 & MATH 24 placement

STUDENT LEARNING OUTCOMES
The student learning outcomes for the course are:
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.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:</td>
<td></td>
</tr>
<tr>
<td>1. Editing</td>
<td>1. Create, edit, save, and print a product.</td>
</tr>
<tr>
<td>2. Formatting</td>
<td>2. Apply basic formatting to enhance the effectiveness of a product.</td>
</tr>
<tr>
<td>4. Tools such as spell check.</td>
<td>4. Utilize common tools such as spell check.</td>
</tr>
<tr>
<td>5. Tables</td>
<td>b. Spreadsheet</td>
</tr>
<tr>
<td>b. Spreadsheets</td>
<td>1. Create a simple worksheet within a workbook.</td>
</tr>
<tr>
<td>2. Components and functions of spreadsheets.</td>
<td>c. Word processing</td>
</tr>
<tr>
<td>c. Word processing</td>
<td>1. Produce simple documents such as memos, letters, reports, and flyers.</td>
</tr>
<tr>
<td>1. Simple documents.</td>
<td>d. Database</td>
</tr>
<tr>
<td>2. Formatting and editing functions.</td>
<td></td>
</tr>
<tr>
<td>d. Database</td>
<td></td>
</tr>
</tbody>
</table>
1. Database use.
2. Components and functions of databases.
   e. Presentation
      1. Simple presentations.
      2. Slide design and layout.
      3. Transitions.
   f. Application integration
      1. Cut/copy and paste between programs.
2. Utilize operating system interfaces to manage computer resources effectively.
   a. Operating system.
   b. File management.
   c. Relationship between system software and application software.
   d. User interface.
3. Utilize online resources for research and communication.
   a. Internet applications.
   b. Online resources.
4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
   a. Computer literacy concepts and terminology.
   b. Computer hardware components, their functions, and upgrades.
   c. Software and software updates.
5. Describe ethical issues involved in the use of computer technology.
   a. Ethical issues and behavior regarding computer usage.
   b. Copyright infringement.
   c. Security and safety online.
   d. Social issues in relationship to technology.
   e. Piracy.
   f. Security intrusion.
   g. Electronic and other misuses.

1. Use a database to create a table, form, and/or report.
2. Identify field names, data types, and field properties.
   e. Presentation
      1. Create a simple presentation using slide design and layout.
   f. Application integration
      1. Cut/copy and paste across applications.
   g. Utilize operating system interfaces to manage computer resources effectively.
      1. Demonstrate use of an operating system to manage files.
      2. Differentiate the functions of system software versus application software.
   h. Utilize online resources for research and communication.
      1. Navigate and search the Internet.
      2. Identify and/or use Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.
   i. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
      1. Explain fundamental computer literacy concepts and terminology.
      2. Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.
      3. Explain the necessity for computer hardware and software updates.
      4. Differentiate between saving and backing up data.
   j. Describe ethical issues involved in the use of computer technology.
      1. Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online.
      2. Describe regulations and laws that affect computer technology.

### ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>30</td>
<td>5%</td>
</tr>
<tr>
<td>Additional Exercises</td>
<td>30</td>
<td>5%</td>
</tr>
<tr>
<td>Library Assignment (3)</td>
<td>30</td>
<td>5%</td>
</tr>
<tr>
<td>Projects (6)</td>
<td>240</td>
<td>40%</td>
</tr>
<tr>
<td>Topic Report</td>
<td>60</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>90</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>120</td>
<td>20%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>600</td>
<td></td>
</tr>
</tbody>
</table>
Exams will be based on class lectures, readings from texts, handouts, and skills learned in class. The final exam will be comprehensive.

Grades for the course will be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100% of possible points</td>
</tr>
<tr>
<td>B</td>
<td>80-89% of possible points</td>
</tr>
<tr>
<td>C</td>
<td>70-79% of possible points</td>
</tr>
<tr>
<td>D</td>
<td>60-69% of possible points</td>
</tr>
<tr>
<td>F</td>
<td>0-59% of possible points</td>
</tr>
</tbody>
</table>

Points are deducted for late assignments (10% per week). No projects or other work will be accepted after the last day of instruction. No incompletes will be given.

LEARNING RESOURCES


**Course Website:** [http://vanessa.wcc.hawaii.edu](http://vanessa.wcc.hawaii.edu)  
**Laulima:** [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal)

ADDITIONAL INFORMATION

**Assignments:** All assignments will be posted online. Students are responsible to check the class web site frequently for class changes, information, and assignments. Assignments should be turned in via email and will be graded via email. No print outs or disks will be accepted. Each student is individually responsible to see that work is completed on time.

**Email:** Information regarding the class may be sent to your UH email address, check your email frequently. Email also the preferred method of contacting the teacher.

**Ask Questions:** Students are often more successive if they ASK QUESTIONS! If you don't understand a term used - ASK! If you are uncertain of your answers on a project - ASK! If you need extra help - ASK! If you are uncomfortable asking questions in public, email your questions. The teacher is always more than willing to give help, but does not know if you need help unless you ask.

**Attendance:** On average, students who regularly attend class score better than students who are frequently absent. Attending means physically and mentally in class. If you miss any classes, get notes online or from a fellow student. Attendance is not graded.

**Classroom Common Courtesy:** Be courteous to your fellow students. Please turn cellar phones, beepers and other devices to silent ring or turn them off. Please avoid conversations and comments with those around you while other people are talking to the class. Please refrain from using the computer to play games, surf the internet, chat, email, or other non-class work during class time since this may disturb other students.

**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 ‘Akoakoa 213 for more information.

**COURSE CALENDAR**

[See course website](http://vanessa.wcc.hawaii.edu)