ICS 100 Computing Literacy and Applications

3 Credits

INSTRUCTOR:  Emi Troeger
OFFICE:  No’eau 117
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EFFECTIVE DATE:  Spring 2010

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: ENG 22 and MATH 22.)

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.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Skills</th>
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<tbody>
<tr>
<td>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:</td>
<td>1. Utilize the basic features of computer applications to effectively communicate (major content area) May include the following:</td>
</tr>
<tr>
<td>1. Editing.</td>
<td>1. Create, edit, save, and print a product.</td>
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<tr>
<td>2. Formatting.</td>
<td>2. Apply basic formatting to enhance the effectiveness of a product.</td>
</tr>
<tr>
<td>3. Graphics.</td>
<td>3. Insert and manipulate graphic objects and tables.</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>
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<tr>
<td>2. Components and functions of</td>
<td></td>
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</tbody>
</table>
c. Word processing
   1. Simple documents.
   2. Formatting and editing functions.

d. Database
   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.

e. Word processing
   1. Produce simple documents such as memos, letters, reports, and flyers.

d. Database
   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.

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.
• MyITLab passcode is required by the first week of class.
• Printing paper – please start with a deposit of $3 into your printing paper account at the Library. Some assignments will require a hard (printed) copy for the instructor. The cost of printing is approximately $.09 per page. You may need to add more to your account during the semester.

**ASSESSMENT TASKS AND GRADING**

**MyITLab Assignments (20%)**
Complete MyITLab assignments by 11:45 p.m. on due dates. If you are absent for a documented reason, you will have up to one week to complete work. There are seven assignments in this category. Optional assignments are marked as bonus points.

**In-class Assignments (10%)**
There will in-class assignments which cannot be made up if you are absent without a documented reason.

**Group Assignments (10%)**
There will be two group assignments. Students must be present in class to participate in the activity. Group assignments will be uploaded to Laulima for sharing with the class.

**Active Participation**
While attendance is not graded, participation and presence in class may be considered in the evident of a borderline grade decision.

**Assessments (60%)**
Each module will be assessed through projects (35%) and quizzes (25%).

<table>
<thead>
<tr>
<th>Module</th>
<th>Assessment</th>
<th>Bonus Opportunity</th>
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<tbody>
<tr>
<td>Module 1</td>
<td>File management group activity with presentation project; terminology quiz</td>
<td>5-point maximum</td>
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<tr>
<td>Module 2</td>
<td>Word processing project and quiz on word processing &amp; computer terms (2 days)</td>
<td>10-point maximum</td>
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<tr>
<td>Module 3</td>
<td>Spreadsheet project and quiz on spreadsheet &amp; computer terms (2 days)</td>
<td>10-point maximum</td>
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<tr>
<td>Module 4</td>
<td>Database project and quiz on database &amp; presentation terms (2 days)</td>
<td>5-point maximum</td>
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<tr>
<td>Module 5</td>
<td>Oral presentation and written reflection using Word</td>
<td>NA</td>
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**Bonus Points**
Opportunities for bonus points will appear throughout the semester. Possible opportunities include peer tutoring; book or movie reviews, demonstrating a computer skill; finding outstanding Web resources and sharing them with the class, etc.

**Summary and Grading Plan**
The class will be divided into five modules:

Module 1 (35 points) will cover SLO 1 and SLO 2 and will include e-mail, file management, presentation, and terminology.
Module 2 (100 points) will cover SLO 1, SLO 2, SLO 3, and SLO 4 and word processing Projects 5 – 7.
Module 3 (100 points) will cover SLO 1, SLO 2, SLO 3, and SLO 4 and spreadsheet Projects 9 – 10.
Module 4 (100 points) will cover SLOs 1 - 5 and database and presentation exercises and projects (12 – 13; 15B)
Module 5 (65 points) will consist SLO 3 and will include the final oral presentation and a reflection document.

To determine the final grade, scores will be weighted and divided by 4. 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 satisfactorily, 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 from a serious 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 ‘Akoakoa 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 a vehicle.

Make-up exams
Make-up exams will be scheduled in the TC 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 letter, etc.

Electronic Devices
Please turn off electronic devices during class.

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 in No’eau 121 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 responsible for answering specific homework/laboratory questions.

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)

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 have some assigned hard drive space on the WCC server. Instructions on how to save to the server will be forthcoming.
**Important Information**

<table>
<thead>
<tr>
<th>Login to WCC Network Computers, UH e-mail, and Laulima</th>
<th>Same as UH e-mail</th>
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</thead>
<tbody>
<tr>
<td>Password for WCC Network computers, UH e-mail, and Laulima</td>
<td>Same as UH e-mail password or you may create a 6+-digit password.</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>
</tr>
<tr>
<td>UH’s Website</td>
<td><a href="http://www.hawaii.edu">http://www.hawaii.edu</a></td>
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<tr>
<td>UH Laulima link</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
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**Test Center Hours – Akoakoa 106**
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 – La‘akea**
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 Na‘auao 146—must meet criteria
Tutoring for disabled student—see Ann Lemke
Peer tutoring