ICS-100 - Computing Literacy and Applications

Welcome to Computing Literacy and Applications. This course is designed to provide an introduction to Information Technology (IT). By the end of the course, you should be able to:

- Explain the benefits of being computing literate and how computers have affected society.
- Show an understanding of computer ethics.
- Understand computer terminology.
- Identify hardware components and a variety of software programs.
- Use word processing, spreadsheet, and database applications to create text and graphics in documents.
- Use the World Wide Web and the Internet to manage assignments and communicate online.

Instructor Information

David Maxson
Noeau 123
David.Maxson@hawaii.edu
Office Hours: Monday, 12:30 - 1:30 in No’eau 123

Student Learning Outcomes

The student learning outcomes for this course are:
1. Utilize the basic features of computer applications to communicate effectively.
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 tasks:

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

Learning Outcome 2
- Use the operating system to create folders and manage files
- Use the operating system to sort files
- Use the operating system to find/search for files
- Use the 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 the Laulima course management system (laulima.hawaii.edu)

Learning Outcome 4
- Define, explain, and / or demonstrate proper computer terminology
- Complete online practice quizzes
- Complete quizzes and exams during the semester
Learning Outcome 5
Read and react to case studies concerning behavior in the information age
Share clippings with the class on timely issues

Class times and location
This section of ICS-100 meets Monday thru Thursday (except for holidays) from 1:30pm - 3:05pm in No’eau 123.

Assessment tasks and grading

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

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

Exams (40%)
There will be three exams. Students must be present in class to take exams.

Daily Work (35%)
In-class and homework assignments will be collected at announced times. Names must be included on all projects. All assignments will be submitted digitally.

Final Project (10%)
The final project will be assigned during the last week of school. Students will complete individual research projects and present the results to the class by using a PowerPoint presentation.

Summary and Grading Plan
There are five sections:
• Section 1 - Windows Operating System and e-mail (20 points - 1 assignment and 1 quiz)
• Section 2 - PowerPoint (40 points - 1 assignment and 1 quiz)
• Section 3 - Word (60 points - 2 assignment and 1 quiz)
• Section 4 - Excel (40 points - 1 assignment and 1 quiz)
• Section 5 - Access (20 points - 1 quiz)
In addition, there will be 3 exams worth 60 points each (total 180 points) and a Final Project worth 40 points.

Letter Grade Calculation
A 360 - 400 points
B 320 - 359 points
C 280 - 319 points
D 240 - 279 points
F 0 - 239 points
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 by phone at 235-7448, by email at lemke@hawaii.edu, or by stopping by her office in Hale ‘Akoakoa 213 for more information.

Academic Dishonesty - Cheating and Plagiarism
You are responsible for the content and integrity of all work you submit. The guiding principle of academic integrity will be that all files, work, examinations, reports, and projects that you submit are your own work. See page 16 of the Windward Community College catalog for further clarification.

You will be guilty of cheating if you:

• Represent the work of others as your own (plagiarism).
• User 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.

If you are caught cheating on an exam you could be placed on probation for a semester.

In-class policy regarding children
Please establish babysitting arrangements prior to school holidays or possible illnesses. Under no circumstances leave a child unattended outside the classroom or in a vehicle.

Electronic devices
Turn off all electronic devices, including cell phones, during class.

Illness
Contact the instructor by e-mail at David.Maxson@hawaii.edu if you are ill or otherwise unable to attend class. If you have a fever, please do not attend class.

Resources to help you succeed in this course

- Printing - please deposit $3.00 into your printing account at the Library.

Other resources

Academic Computing Services (ACS)
The ACS staff can help you with login, class hardware, software, and printing problems. The staff is not responsible for answering homework questions.

Computer Lab Printing
Every new student receives an initial paper credit for printing documents. Once it is used, you may will need to pay additional printing fees in the Library. Current printing fees can be found at http://windward.hawaii.edu/Computing/Printing.html.
File Storage
You may wish to purchase a flash drive for the semester if you plan to transport files between WCC and home. You will be assigned hard drive space on Drive F. You must save all files to Drive F for the majority of assignments. Create a folder in Drive F and name it ICS/00. Inside that folder, create seven more folders named Practice, File Management, Word Processing, Spreadsheets, Database, PowerPoint, and Final.

Tutoring Resources
• TRIO Office in Na’auao 146 - you must meet their criteria.
• Peer tutoring.
• See Ann Lemke for tutoring if you have a disability.

Important Websites
• MyUHPortal - http://myuhportal.hawaii.edu
• Laulima - https://laulima.hawaii.edu
• WCC - http://windward.hawaii.edu
• UH - http://www.hawaii.edu
• CIL - http://www.hawaii.edu/wccil
• UH Mail - https://mail.hawaii.edu

Library Hours - La‘akea
Monday thru Friday: 8:00 am - 4:00 pm

A final thought
Like a hammer, a computer is just a tool. And just like the hammer, we have to learn to use them. None of us are born knowing how to use any tool. We learn to use them through instruction and practice. Just as everyone can learn to use a hammer, everyone can learn to use a computer. But it does take knowledge and practice. This course is the first step to becoming proficient on the computer. The assignments in this course have been selected to teach you the most common tasks performed on a computer. Complete all of the assignments, ask questions, and practice, and you will not only succeed in this course, you will learn to use this tool. Good luck!
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Assignment</th>
<th>Work</th>
<th>Quiz</th>
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<tr>
<td>1</td>
<td>May 24</td>
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<td>Introduction; outline; knowledge survey; Windows interface; create folders; file types; complete file management exercise;</td>
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<td>May 25</td>
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<td>PowerPoint - Adding Images; Adding transitions</td>
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