ICS 100 Computing Literacy and Applications

3 Credits

INSTRUCTOR: Emi Troeger
OFFICE: Alaka‘i 131
TELEPHONE: 236-9252 (office)
EMERGENCY E-MAIL: emi@hawaii.edu
CLASS E-MAIL: wccilemi@hawaii.edu
EFFECTIVE DATE: Spring 2011

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>
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<tr>
<td>3. Graphics.</td>
<td>3. Insert and manipulate graphic objects and tables.</td>
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<tr>
<td>4. Tools such as spell check.</td>
<td>4. Utilize common tools such as spell check.</td>
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<tr>
<td>5. Tables</td>
<td></td>
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<tr>
<td>b. Spreadsheets</td>
<td>b. Spreadsheet</td>
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<tr>
<td>1. Simple spreadsheets.</td>
<td>1. Create a simple worksheet within a workbook.</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.

c. **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.

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.
• MyITLab access code (approx. $100) is **required** by the by the start of the second week of class. Your will need a debit or credit card to purchase this.
• 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 $0.09 per page. You may need to add more funds to your account during the semester.
• Flash drive with minimum of 128 MB for storage.

### ASSESSMENT TASKS AND GRADING

**MyITLab Assignments (15%)**
Complete MyITLab assignments by due dates. You may be penalized for late work.

**In-class Assignments (25%)**
There will be in-class assignments which cannot be made up if you are absent without a documented reason.

**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 activity; terminology quiz</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 (1 - 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 additional MyITLab projects, peer tutoring; book or movie reviews, class demonstrations of a computer skill; finding outstanding Web resources and sharing them with the class, etc.

To determine the final grade, total points will be divided by 400. Students must score at least 60% on tests to pass this course. 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. 20 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.

**RESOURCES**

**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))

**Important Information**

<table>
<thead>
<tr>
<th>Login to WCC Network Computers, UH e-mail, and Laulima</th>
<th>Same as UH e-mail</th>
</tr>
</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>
</tr>
</tbody>
</table>

WCC’s Website: [http://www.wcc.hawaii.edu](http://www.wcc.hawaii.edu) or [http://windward.hawaii.edu](http://windward.hawaii.edu)

LILO Website: [http://www.hawaii.edu/LILO](http://www.hawaii.edu/LILO)

UH Laulima link: [https://laulima.hawaii.edu](https://laulima.hawaii.edu)

**Test Center Hours – Alaka‘i 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 - Thursday: 7:45 a.m. – 8 p.m.
Friday: 8 a.m. – 4 p.m.