ICS-100 - Computing Literacy and Applications

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

- Manage computer resources by using operating system tools.
- Use online resources for research and communication.
- Understand computer hardware and software terminology.
- Create and edit documents using Microsoft Word 2010.
- Create and edit spreadsheets using Microsoft Excel 2010.
- Create and edit slideshows using Microsoft PowerPoint 2010.
- Create and edit databases using Microsoft Access 2010.

Instructor Information

David Maxson  
David.Maxson@hawaii.edu  
Office Hours: Online

Student Learning Outcomes

The student learning outcomes for this course are:

- Utilize the basic features of computer applications to communicate effectively.
- Utilize operating system interfaces to manage computer resources effectively.
- Utilize online resources for research and communication.
- Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
- Describe ethical issues involved in the use of computer technology.
How the course works

You will be working at your own pace. You will show mastery of each concept through a combination of quizzes and/or projects. Grades will not be given for work. Every assignment is a pass or fail.

To pass an assignment, your work must not contain any errors. If there are errors, then I will specify what it is and return it to you. You should then correct the assignment and resubmit it. Since this class is self-paced, you may work on the assignments in any order you choose. The listed schedule is a recommendation based upon previous classes, but you are not required to follow it.

The only deadline for all assignments and quizzes is July 1, 2011. No work will be accepted after that date.

Grading

Your final grade will be determined by the number of assignments you complete. Each assignment carries the same weight. There are twelve assignments:

- A: 12 assignments
- B: 10 – 11 assignments
- C: 7 – 9 assignments
- D: 4– 6 assignments
- F: 0 – 3 assignments

Resources

It is essential that you have an access code to myitlab. It is the primary source of instruction. It is also essential that you have access to Microsoft Office 2010 or 2011. All of the computers on the WCC campus have either Office 2010 (Windows) or Office 2011 (Mac) on them.

We will use Laulima for submitting and returning all assignments. As you complete assignments they will be marked in Laulima and you will be able to track your progress by utilizing the gradebook. In addition, there will be discussion boards in Laulima where you may post or answer questions.
Other resources

- Tutoring may be available from the TRIO office in Na’auao 146 on the WCC campus.
- The Library at WCC has computers configured with all of the software needed for this class.

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. 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, 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.

Netiquette
Whenever you post something to the discussion board or other online forums, you are expected to follow proper netiquette. Be respectful at all times. Do not use obscene language or make disparaging comments, even if it is meant as a joke. Remember that others cannot see your facial expression nor hear your tone of voice, so they will not know you are trying to be witty. Do not use all caps. Using all caps is normally interpreted to be shouting.

Discussion Boards
Discussion boards are to be used for class work only. Do not post political or other comments or statements, nor solicit sales for any type of product. Your instructor will be monitoring all communication in Laulima and will take appropriate action when necessary.
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 23, 2011</td>
<td>First Day of Instruction</td>
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<tr>
<td>May 30, 2011</td>
<td>Memorial Day</td>
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<tr>
<td>June 11, 2011</td>
<td>King Kamehameha I Day</td>
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<tr>
<td>June 30, 2011</td>
<td>Last Day of instruction</td>
</tr>
<tr>
<td>July 1, 2011</td>
<td>Last Day to submit assignments</td>
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