ICS 101 Digital Tools for the Information World
3 Credits

INSTRUCTOR: Peggy Regentine
OFFICE: Alakai 132
OFFICE HOURS: *See Below*
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EFFECTIVE DATE: Fall 2012

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu's Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Classes and Times

CRN 61190	ICS 101	Digital Tools for the Info World	MW	10:00 a.m. – 11:15 a.m.	Palanakila 122
CRN 61281	ICS 101	Digital Tools for the Info World	MW	1:00 p.m. – 2:15 p.m.	Palanakila 122
CRN 61247	ICS 101	Digital Tools for the Info World	TTH	10:00 a.m. – 11:15 a.m.	Palanakila 122

Office Hours
Instructor may be found in Palanakila Lab or Alakai 132 Office

Day	Hours
Monday	MW 11:15 – 11:30; 2:15 – 3:00
Tuesday	TTH 11:15 – 11:45; 2:15 – 2:45
Wednesday	MW 11:15 – 11:30; 2:15 – 3:00
Thursday	TTH 11:15 – 11:30
Friday	Available with appointments ☺

Comments: You can contact me via UH email (peggy@hawaii.edu); voicemail (236-9257) or schedule an appointment that is convenient for you.

CATALOG DESCRIPTION

Hands-on computer class with emphasis on producing professional level documents, spreadsheets, presentations, database, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirement for College of Business (UHM and UHH) and UHM's Biology program and botany department. (3 hr. lect).

LEARNING RESOURCES

E-text
E-text *Exploring Microsoft Office 2010*, Volume 1 with **Myitlab,** Grauer. This is a Pearson Company product and we will download the needed text and myitlab in class. Included in your purchase (approximately $85 with **a credit card**) will be an etext for our concepts text, *Visualizing Technology*. You will need a credit card to purchase this learning software program. Your lab has Win 7 and Microsoft Office 2010 software. If you have a Mac personal computer, you may have to work in the Windows platform lab for some of the projects.
Course ID:

Ear Buds
You will need ear buds when working with Myitlab's audio presentations.

Flash drive
All students **will need** a storage medium (thumb or flash drive) for the semester if they transport files from WCC to another computer. Each student will need to request storage at WCC using your UH username. Go to https://accounts.wcc.hawaii.edu/secure/index.php to activate the WCC computer account. It is recommended that you save files to this drive. IF you plan on working at home, you will need to transport your files using a flash drive or emailing each file to yourself.

Activities Required at Scheduled Times Other Than Class Times

Students will be required to complete approximately ten projects from their project book and hyperlink several projects to their class webfolio. Students come to WCC with different computing skill sets. Some students may need more time to complete these projects outside of class than others. Therefore some may need to complete these projects outside of class.

RECOMMENDED PREPARATION

High School Algebra (NOTE- Several pre-requisite math and English courses have been omitted for this course. If you do NOT have the needed skills for this course, please consider the consequences.)

A. STUDENT LEARNING OUTCOMES
A. *Student Learning Outcomes*
1. Utilize the appropriate computing applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
   a. Produce documents in a variety of formats.
   b. Create, edit, and format electronic spreadsheets using formulas, functions, and charts.
   c. Utilize a database with queries and reports that display required data.
   d. Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
   e. Create web content that contain hyperlinks and images that are suitable for publication.
2. Utilize operating system interfaces to manage computing resources effectively.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. Define, explain, and demonstrate proper computing terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
5. Describe ethical issues involved in the use of computing technology.

B. CONCEPTS
1. **Utilize the appropriate computing applications to produce professional-level documents, spreadsheets, presentations, databases, and web content for effective communication (major content area).**
   a. *Common Concepts*
      1. Editing.
      2. Formatting.
      3. Graphical objects.
      4. Tools such as spell check.
      5. Tables.
   b. *Spreadsheets*

       1. Mathematical or financial analysis.
       2. "What if" analysis.
       3. Formulas and functions.
       4. Charts.

c. *Word processing*
       1. Documents such as memos, letters, reports, résumés, newsletters.
       2. Template documents.

d. *Database*
       1. Database structure.
       2. Logical models with queries, forms, and reports.
       3. Database integrity.

e. *Presentation*
       1. Slides, templates, background styles, graphics, photos.
       2. Animation and transition effects.

f. *Web page design*
       1. HTML, hyperlinks, images.
       2. Web publishing.

g. *Application integration such as:*
       1. Copy/cut-and-paste.
       2. Object linking.
       3. Embedding.

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. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
    a. Client/server.
    b. Internet applications.

4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
    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 including copyright infringement, security and safety online.
    b. Social issues in relationship to technology use such as piracy, security intrusion, ELECTRONIC AND OTHER MISUSES.

C. SKILLS

1. **Utilize the appropriate computer application(s) to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).**
    a. Common Skills
       1) Create and edit a product.
       2) Apply formatting to enhance the effectiveness of a product.
       3) Solve problems using application programs.
       4) Choose the proper application software to solve a specific problem and/or produce a desired output.

       5) Insert and manipulate graphic objects and tables.
       6) Utilize common tools such as spell check.

  b. Spreadsheet
      1) Create, edit, and format electronic spreadsheet using formulas and functions.
      1) Create charts to visually depict spreadsheet data.
      2) Utilize spreadsheet analysis to perform "what if" analysis.

  c. Word processing
      1) Produce documents in a variety of formats.
      2) Produce a document using a template.

  d. Database
      1) Utilize a database with queries and reports that display required data.
      2) Answer a question by querying and reporting data.
      3) Maintain (update) data currency.

  e. Presentation
      1) Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
      2) Organize content into succinct slide presentations.

  f. Web page design
      1) Create web pages that contain hyperlinks and images that are suitable for publication.
      2) Describe web publishing requirements.

  g. Application integration: Copy, paste, and link content across applications.

2. Utilize operating system interfaces to manage computer resources effectively.
  a. Demonstrate use of an operating system to perform file management.
  b. Differentiate the functions of system software versus application software.

3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
  a. Use an Internet client to navigate and search the Internet.
  b. Refine online research techniques.
  c. Use and identify Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.
  d. Discriminate between web sites for reliability and validity of information.

4. Define, explain, and demonstrate proper computing terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
  a. Explain fundamental computer literacy concepts and terminology.
  b. Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.
  c. Explain the necessity for computer hardware and software updates.
  d. Differentiate between saving and backing up data.

5. Describe ethical issues involved in the use of computing technology.
  a. Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online.

COURSE TASKS AND GRADING

The requirements for this course consist of approximately ten projects which are either myitlab simulations, etext projects or hands-on activities (mostly from *Exploring Microsoft Office 2010*). Students will have seven weekly quizzes (from Myitlab concept readings in *Visualizing Technology*), a midterm exam, and a final exam. The quizzes are focused on concepts about computers, their use, and their impact. The quiz questions will be taken from *Visualizing Technology* etext and PowerPoints found in Myitlab and concepts covered in class. The exams will be based on assigned readings in their etexts and Myitlab assignments, class lectures and skills involved in the project assignments. Both exams will contain a written and hands-on section. A student must average 60% on both exams to pass the course.

POINTS

Points:

The assignment of points may vary slightly each semester but the following is typical:

9 Projects	25 points	225 points
Seven Quizzes	10 points	70 points
Attendance	50 points	50 points
Midterm Exam	40points	40 points
Final Exam	40 points	40 points
Webfolio	25 points	25 points
TOTAL		450 points

IMPORTANT DATES:

	MW-30 sessions	TTH-30 sessions
Holiday(s) affecting our classes:	9/3; 11/12	11/6; 11/22
Last Day Official Withdrawal	10/29	10/29
Last day of class	12/5	12/6
Final Exam	12/10 M @ 9:30 am 12/10 M @ 12noon	12/11 @10am

Visualizing Technology 1e Quizzes from etext & myitlab

Quizzes (10 pt. each)	MW	TTH	Chapter from etext (pages in parentheses)
Quiz 1	8/29	8/30	Chapter 1: What is a Computer? (2-39)
Quiz 2	9/12	9/11	Chapter 2: Hardware(40-97)
Quiz 3	9/19	9/18	Skip chapters 3,4, and 5 Chapter 6: System Software (222_253)
Quiz 4	9/26	9/25	Chapter 7: The Internet (254-291)
Quiz 5	10/3	10/2	Chapter 8: Communicating and Sharing: The Social Web (292-333)
Quiz 6	10/15	10/11	Chapter 9: Networks and Communication (334-375)
Quiz 7	10/22	10/18	Chapter 10: Security and Privacy (376-413)

Note: we are not being tested on chapters 3,4,5, 11 and 12 from the etext.

Projects will be graded and assigned points on the following basis:
- The assignment produces the correct output in the correct folder location.
- The assignment is grammatically correct (no misspellings / incomplete sentences, incorrect subject/verb agreement, etc.).

- Projects must be posted/handed in on given due date and will NOT be accepted late unless a written doctor's excuse is provided showing the student was unable to complete the assignment. (Reread this and ask questions if necessary.)

No retests are given. Make-up tests and waiver of minimum levels of achievement are given only in unique situations at the instructor's discretion. In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. Students should contact the instructor if there is an absence.

The letter grade for the course will be given as follows:
A   90 - 100% of possible points
B   80 - 89% of possible points
C   70 - 79% of possible points
D   60 - 69% of possible points
F   Below 60% of possible points

ATTENDANCE

Attendance (and promptness to class) is required and will be taken at the beginning of each class. Attendance in a computer class is extremely important. PLEASE DO NOT BE LATE. Over three absences will significantly affect your grade and ability to pass the course. Please talk to me F2F regarding special circumstances that require more than one class absence. More importantly, make the commitment to NOT be absent and to make-up work that is due before the next class. If you are unprepared for the class, the class will still continue as listed on the schedule.

THE 'N' GRADE

The 'N' grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has 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.

VIEWING YOUR ICS 101 GRADES

Grades are displayed online in Laulima under the Gradebook tool.

CHEATING POLICY

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. Students shall be guilty of cheating if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

6. The penalty for cheating is severe. Any student found cheating is subject to receive a failing grade for the course and will be reported to Student Services. If a student is unclear about whether a particular situation may be considered cheating, the student should meet with the instructor to discuss the situation. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a grouped assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.

ADDITIONAL INFORMATION

ELECTRONIC DEVICES IN CLASS POLICY:

Cellular phones, pagers, CD players, radios, iPods and similar devices are to be turned off and not used in the classroom during class. You will be asked to leave the lab if you are using these devices. You may use earbuds for the myitlab activities.

LAB HOURS: See Computer Lab Door

COMPUTER LAB PAPER:

The Academic Computing Services has established a policy allowing a quota of paper to every lab user. After this quota is used, students will be billed for paper usage. This policy will be discussed the first week of our class. Because we are using an etext, you will need to print out some instructions so add money($2.00) to your account in the circulation desk of the library.

COMPUTING STAFF

Computing staff may be on duty to solve hardware and software problems only. If your computer malfunctions or your printer is out of paper, they can assist with this. The staff is not considered a laboratory assistant or homework/project aide.

EMAILING YOUR INSTRUCTOR

Consider an email to an instructor as a business email rather than a casual text to your friends.
Include the course number in your subject line. "Question about ICS 101 TTH Project 3" is clear
1. *Identify the class you are in and date of meeting. ICS 101 online or ICS 101MW. Don't say "I'm in your ICS class and need the assignment."*
2. *Use your college or university account so your email doesn't get caught in a university's spam filter.*
3. *Use an appropriate greeting such as Hi XX, Hello XX, etc.*
4. *If there is history of the question involved, include the history. (I posted my file to the incorrect directory today and you mentioned a different method for me to get this file to you. Would you please explain?)*
5. *Proofread your email. Use spellcheck too.*
6. *Sign your full name, class, and time it meets.*
7. *Be succinct and polite as you will be answered more quickly. If there are several questions, make a numbered list. ☺*

Example of a good email is below.

Hi Professor,
I am looking for the myitlab assignment number 3. Can you direct me to the location? Thanks.
Leslie Lim
ICS 101 MW @ 8:00 am

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.

CLASS COLLEAGUES Exchange names, contact phone numbers, and emails with three students in class for emergency purposes.

Name	Email	Phone/text
Peggy Regentine	peggy@hawaii.edu	808.236.9257

Important Logins	Username	Password
WCC (www.wcc.hawaii.edu)		
Laulima (https://laulima.hawaii.edu)		
Myitlab (http://www.myitlab.com)		
MyUH (https://myuh.hawaii.edu)		
Webpage (www2.hawaii.edu/~username)		
Personal Web Page Options (https://sunsys.its.hawaii.edu/acctmgmt)		

My responsibility in this Computer Class:

As a student in the ICS class, I am responsible for:
- ☐ Attending class regularly
- ☐ Being punctual
- ☐ Handing in projects on time
- ☐ Taking tests as scheduled

I realize that not attending class and not being present for quizzes and tests when they are given will count against my grade. I also realize that frequent tardiness will be considered as an absence.

I am aware that late projects are not accepted and make-up quizzes are not given.

I understand that exceptions to these rules may be made in the case of an extenuating circumstance such as personal illness or a death in the family. If such a situation should occur, I will notify the instructor immediately and will explain the problem fully.

I understand that if I give the instructor NO information, I will not be allowed to make up work or tests. The instructor can be contacted via email (peggy@hawaii.edu) or voice mail (236-9257).

 I have read and understand the above.