ICS 100 Computing Literacy and Applications

3 Credits

INSTRUCTOR: Emi Troeger
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EFFECTIVE DATE: Spring 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 Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

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>
</tr>
</thead>
<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>
</tr>
<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>1. Simple spreadsheets</td>
<td></td>
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</tbody>
</table>
2. Components and functions of spreadsheets.
   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.

2. Navigate through cells and rows.
   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.

ICS 100 CLASSES AND TIMES

<table>
<thead>
<tr>
<th>Course Alpha &amp; No.</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100</td>
<td>64051</td>
<td>MW</td>
<td>8:30 – 9:45 a.m.</td>
<td>No'eau 124</td>
</tr>
<tr>
<td>ICS 100</td>
<td>64052</td>
<td>MW</td>
<td>10:00 a.m. – 11:15 a.m.</td>
<td>No'eau 124</td>
</tr>
<tr>
<td>ICS 100</td>
<td>64054</td>
<td>TR</td>
<td>10:00 a.m. – 11:15 a.m.</td>
<td>No'eau 124</td>
</tr>
</tbody>
</table>

ICS 100 Spring 2012

Revised 1/4/2012
LEARNING RESOURCES

- Textbook and access code (approx. $105) are required by the by the start of the second week of class. You may purchase this at the WCC Bookstore.
- Printing paper – please deposit $2 into your printing paper account at the WCC Library since some assignments will require a hard (printed) copy for the instructor. The cost of printing is approximately $.09 per page. You may replenish your account during the semester.
- Flash drive with minimum of 1 GB for storage. A flash drive is also known as a thumb drive or a USB drive.

ASSESSMENT, TASKS, AND GRADING

Simnet Assignments, Quizzes, and Projects (Homework) (34%)
Complete Simnet assignments by due dates. You may be penalized for late work.

In-class Assignments (14%)
There will be in-class assignments which cannot be made up.

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

Assessments (52%)
Learning will be assessed through quizzes, tests, and projects.

<table>
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<tr>
<th>SLO</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>Utilize the basic features of computer applications to communicate effectively</td>
<td>Final PowerPoint Project</td>
</tr>
<tr>
<td>Utilize operating system interface to manage computer resources effectively</td>
<td>Foundations Test</td>
</tr>
<tr>
<td>Utilize online resources for research and communication.</td>
<td>Final PowerPoint Project</td>
</tr>
<tr>
<td>Define, explain, and demonstrate proper computer terminology usage.</td>
<td>Foundations Test; Simnet Projects</td>
</tr>
<tr>
<td>Describe ethical issues involved in the use of computer technology</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

Bonus Points
Opportunities for bonus points will appear throughout the semester. Possible opportunities include additional Simnet projects, peer tutoring; book or movie reviews, preparing a memo summarizing a computer workshop; finding outstanding Web resources and sharing them with the class, etc.

To determine the final grade, total points will be divided by 500. Students must score at least 60% on the final exam 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 the Windward Community College catalog for details. 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)

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>May be the same as UH e-mail password unless you create another 6+character password.</td>
</tr>
<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 Laulima URL</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
</tr>
<tr>
<td>Simnet URL</td>
<td><a href="http://windwardcc.simnetonline.com">http://windwardcc.simnetonline.com</a></td>
</tr>
</tbody>
</table>

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. (except during breaks)
Friday: 8 a.m. – 4 p.m.