ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
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Office: Na'auao 143
Phone: (808) 236-9243
Effective date: Summer 2012
Credits: 3

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.

ICS 100 CLASSES AND TIMES

<table>
<thead>
<tr>
<th>Course Alpha &amp; No.</th>
<th>CRN</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100</td>
<td>60074</td>
<td>M-W-F</td>
<td>05/21-06/29</td>
<td>12:30-2:50 p.m.</td>
<td>Hale Akoa 113</td>
</tr>
<tr>
<td>ICS 100</td>
<td>60075</td>
<td>M-W-F</td>
<td>07/02-08/10</td>
<td>12:30-2:50 p.m.</td>
<td>TBA</td>
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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 & ASSESSMENT

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.

**ASSESSMENT, TASKS, AND GRADING**

<table>
<thead>
<tr>
<th>Course Section</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Simnet</strong> – Simnet is an online interactive learning system that will be used extensively in this course. You will need to purchase a Simnet access code by the beginning of the second day of instruction. The access code is needed to complete weekly lessons, exams, and projects. The combined scores of Simnet lessons, exams, and projects will account for 35% of your final grade. <em>All Simnet lessons, exams and projects must be completed by the assigned due dates.</em></td>
<td>35%</td>
</tr>
<tr>
<td><strong>Assignments</strong> – There will be a total of five assignments to complete in this course. Assignments will account for 25% of your final grade. <em>All assignments must be completed by the assigned due dates.</em></td>
<td>25%</td>
</tr>
<tr>
<td><strong>In-class assignments</strong> – In-class assignments will be administered during class and will account for 25% of your final grade. <em>You cannot complete and receive points for in-class assignments if you are not present on the day the assignment is administered.</em></td>
<td>25%</td>
</tr>
<tr>
<td><strong>Final Project</strong> – A final PowerPoint project will be assigned and will account for 15% of your final grade. The requirements of the project will be discussed in class and posted in Laulima. <em>The final Project must be completed by the assigned due date. You must present your project to the class to receive full credit.</em></td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading** – Final letter grades will be calculated from 100 possible points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100% of 100 possible points</td>
</tr>
<tr>
<td>B</td>
<td>80%-89% of 100 possible points</td>
</tr>
<tr>
<td>C</td>
<td>70%-79% of 100 possible points</td>
</tr>
<tr>
<td>D</td>
<td>60%-69% of 100 possible points</td>
</tr>
<tr>
<td>F</td>
<td>Below 60% of 100 possible points</td>
</tr>
</tbody>
</table>

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.
Attendance & Active Participation - Students who are bordering in-between grades will be given the higher grade if they are attending class regularly and actively participating during class discussions. Although you will not be graded on attendance, be aware that the workload of one summer class, can be equivalent to one week of a spring or fall academic semester. Attending class regularly is essential to succeeding in this course. If you are absent, be sure to check on the Announcements page in Laulima to see what was covered in the day you were absent.

Late Work Policy - All lessons, exams, assignments, and projects must be completed by the assigned due dates. Late work will not be accepted. Exceptions will be made in cases due to extenuating circumstances (e.g. illness, death in family) at the discretion of the instructor.

LEARNING RESOURCES

- Microsoft Office 2010 McGraw Hill textbook and Simnet access code (approx. $105) - Must be purchased by the beginning of the 2nd day of the course. These items are required to complete this course and may be purchased 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 of storage space - Each student is given an F drive as a designated storage space. However, it is highly recommended to your purchase a flash drive and to make backups of your work. This is especially so if you are planning on working at home or on multiple computers. A flash drive is also known as a thumb drive or a USB drive.
- Set of earphones or ear buds- Required to monitor Simnet lessons and exams during 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 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, you may be placed on probation for a semester. You will receive a score of zero for that exam.
Electronic Devices In-Class Policy

Cellular phones, pagers, MP3 players, and similar devices are to be turned off and not used in the classroom and laboratory facilities.

RESOURCES & NOTES

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 in 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>Laulima</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
</tr>
<tr>
<td>Simnet</td>
<td><a href="http://windwardcc.simnetonline.com">http://windwardcc.simnetonline.com</a></td>
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</tbody>
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Library Hours – La‘akea
Monday - Thursday: 7:45 a.m. – 8 p.m.
Friday: 8 a.m. – 4 p.m.
Closed: June 11 - King Kamehameha Day
Closed: July 4 - Independence Day
Closed: August 17 - Statehood Day