ICS 100: Computing Literacy and Applications
3 credits
Monday & Wednesday 10:00 AM to 11:15 AM
CRN: 64043

INSTRUCTOR: Yuki Horikiri
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EFFECTIVE DATE: Fall 2013

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

An introductory survey of computer and their role in the information world emphasizing computer terminology, hardware and software. Opportunities for “hands-on” experience using applications software may include spreadsheets, word processing, presentations, communications and database.

Recommended Preparation: ENG 22 and Math 22 or higher.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:
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.
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.

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Skills</th>
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</table>
| 1. Utilize the basic features of computer applications to communicate effectively (major content are). May include the following:  
   a. Common concepts  
      1) Editing  
      2) Formatting  
      3) Graphics  
      4) Tools such as spell check  
      5) Tables  
   b. Spreadsheets  
      1) Simple spreadsheets  
      2) Components and functions of spreadsheets  
   c. Database  
      1) Database use  
      2) Components and functions of databases  
   d. Presentation  
      1) Simple presentations  
      2) Slide design and layout  
      3) Transitions  
   e. Application integration  
      1) Cut/copy and paste between programs  
      2) Multitasking  
  2. Utilize operating system interfaces to manage computer resources effectively.  
   a. Operating system  
   b. File management  
   c. Relationship between system | 1. Utilize the basic features of computer applications to communicate effectively (major content are). May include the following:  
   a. Common skills  
      1) Create, edit, save, and print a product  
      2) Apply basic formatting to enhance the effectiveness of a product  
      3) Insert and manipulate graphic objects and tables  
      4) Utilize common tools such as spell check  
   b. Spreadsheet  
      1) Create a simple worksheet within a workbook  
      2) Navigate through cells an 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
LEARNING RESOURCES

Students are required to have the materials listed below. Regardless of the location to do work, the following items are necessary to take the course.

- An access code for SIMnet (McGraw-Hill Education). Note: Students are required to purchase a SIMnet access code and ensure they can access the online system by the end of the first week of instruction. The access code can be purchased at the WCC Bookstore. It can also be purchased directly from the publisher’s online site. [https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx](https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx)
- A high-speed Internet connection (not dial-up) if a student plans to work at home.
- A USB flash drive with a minimum of 1 GB storage space.
- Earphones or headset which are/is compatible with 3.5 mm jack.
- WCC account. To create a WCC account, go to [http://accounts.windward.hawaii.edu](http://accounts.windward.hawaii.edu)
  - Please make sure you have a Windward Community College account, and deposit $3 for printing at the Windward Community College Library in your account soon to avoid the stress of running to the Library during a timed exam.

COURSE TASKS AND GRADING

Students will be assessed on demonstrated comprehension and personal skills in each of the six (6) Student Learning Outcomes listed above. Grades will be computed based on the percentage of the items below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>SIMnet (SIM)</td>
<td>35%</td>
</tr>
<tr>
<td>Projects (PJ)</td>
<td>38%</td>
</tr>
<tr>
<td>ICA (In-class assignments)</td>
<td>12%</td>
</tr>
<tr>
<td>Final Exam (FEM)</td>
<td>5%</td>
</tr>
<tr>
<td>Professionalism (PFM)</td>
<td>10%</td>
</tr>
</tbody>
</table>

Simnet (SIM)

SIMnet is an online interactive course management system that will be used extensively in the course.

Projects (PJ)

Several projects will be assigned in the course. The instructions for the projects and checklists are downloadable from the course Laulima site.

**IMPORTANT!** The sum of the total points that a student will earn for projects is 38% of the course grade. **Nevertheless, a student must score at least 60% on each individual project in order to pass the course.** The total number of projects for the course is variable.
Policy on late projects. A late project will receive a 20% reduction of the total possible points of the project. A late project must be submitted by the time of the following class, or it will not be accepted.

ICAH (In-class assignments)

During the course, in-class assignments will be given to students a number of times. Those in-class assignments are distinct from projects and SIMnet assignments. In-class assignments need to be completed during the class sessions. **If a student misses a class, the in-class assignment that is assigned for that particular class session cannot be made up.**

Final Exam

A final exam will be given online at the end of the semester. There will be no makeup for the final exam.

Professionalism (Professionalism)

PFM (Professionalism) consists of two portions. The first portion is attendance points throughout the course. The total possible points for the attendance points is **58 points**. Details for the attendance points are described below.

The second portion of PFM (Professionalism) will be assessed based on punctuality, active participation in class, and cooperation in creating positive classroom environment, such as NO bullying, NOT saying mean things to others, and having a positive attitude in class. The total possible points for the second portion is **20 points**, and that will be assessed by the instructor at the end of the semester.

Attendance points

- Two (2) points will be given to a student for full attendance at each class session. Being late for class and leaving class in the middle of the session will also count toward reduction of points as well. There will be twenty-nine (29) sessions. If the student is late for a class session or leaves early, points will be reduced from the two (2) points. A student who has full attendance at all the class sessions throughout the semester should have fifty-eight (58) points for the total attendance points.
- In the event that a student needs to miss a class due to sickness or Jury Duty, the attendance points for the particular class he/she missed can be made up by submitting a document to the instructor. This needs to be either a doctor’s note for a doctor’s appointment or a document generated from the court that proves attendance at Jury Duty. This makeup for the attendance points is allowed for **only one class session, one time** throughout the semester for a student. If the makeup for the attendance points is approved, it is recommended that the student will ask the instructor for help regarding the content he/she missed in the particular session.

Disclaimer: A doctor’s note needs to be for the particular student’s appointment. An appointment for other than the student, such as his/her family member will not be applied. A document which proves attendance at Jury Duty needs to be for the particular student.
If another reason that could be considered as a legitimate reason for missing class arises, the student needs to discuss that with the instructor. However, the instructor reserves the right to make a decision if the student can make up the class he/she missed or not.

Note: Over two absences will significantly affect your grade and ability to pass the course.

**Grading Scale**

The final letter grades for the course will be computed as follows.

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

**COURSE POLICIES**

- Students are expected to check the Laulima site for the course and UH e-mail to keep up with all coursework.
- Punctuality is essential to complete the course study.
  - Attendance for all classes is essential to complete the course study.
  - Students are expected to arrive in the classroom on time and submit assignments on time.
  - Students are expected to submit each assignment to the designated location. Failure to do so will result in not receiving credit for the submission.
- If a student misses a class, it will be his or her responsibility to find out the information he or she missed.
- Students are encouraged to make an appointment with the instructor for suggestions and tips if they are experiencing difficulty in learning the concepts and skills.
- The use of cell phone, handheld gaming devices, or texting is NOT allowed in the classroom. Students are expected to turn off and put away those devices before they come into the computer lab.
- Students who practice academic dishonesty, such as cheating, plagiarism, or infringement of copyright laws, will receive a grade, F.
- Only enrolled students are permitted in the classroom; no guests, audits, children or pets of any size/kind.
- Students should be prepared to meet the demands of the course in order to comply with all course policies, as well as fulfill assignments or project requirements. Students should also have access to a computer or be able to use one at school, and become familiar with all equipment needed to complete projects and/or assignments. Failure to do any of the above will likely result in a lower grade because the student will not be able to effectively meet the demands of the course.
- The instructor is not responsible for accommodating situations in student’s life, such as time management, and finance over the coursework.
- **The instructor reserves the right to make the final decision regarding the student’s grade for an assignment as well as the grade for the course.**
• Students are expected to ask questions to the instructor in a professional manner. **If a student does not contact the instructor in an appropriate manner, the instructor may not respond to the student’s inquiry.**

• All Windward Community College Policies and UH system policies apply. Those policies are available online.
  - *University of Hawai‘i Systemwide Student Conduct Code Policies*
    http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/
  - *Policy on Sexual Harassment and Related Conduct*
    http://www.hawaii.edu/svpa/ep/e1/e1203.pdf
  - *WORKPLACE NON-VIOLENCE*
    http://www.hawaii.edu/svpa/ep/e9/e9210.pdf

**WITHDRAWAL**

• Last day to withdraw without a W grade … September 16
• Last day to withdraw with a W grade … November 4

*Check the important days on the academic calendar at http://windward.hawaii.edu/Academics/Calendar/

**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.