ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
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Office: Na'auao 114
ph: 236-9255
Effective date: fall 2013
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>Dates</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100</td>
<td>62440</td>
<td>01/07 - 05/10</td>
<td>WWW</td>
</tr>
</tbody>
</table>

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 Content</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Simnet:</strong> Simnet is an online interactive course management system that will be used extensively in this course. You will need to purchase a Simnet access code by the first week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for 34% of your final grade. <em>All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.</em></td>
<td>34%</td>
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<tr>
<td><strong>Projects:</strong> There will be a total of 5 Projects assigned in this course. Projects will account for 30% of your final grade. <em>All projects must be completed by the assigned due dates posted on the course schedule.</em></td>
<td>30%</td>
</tr>
<tr>
<td><strong>Assignments:</strong> There will be a total of 5 Assignments administered in this course. Assignments will account for 15% of your final grade. <em>All assignments must be completed by the assigned due dates posted on the course schedule.</em></td>
<td>15%</td>
</tr>
<tr>
<td><strong>Discussions:</strong> There will be various online (credit &amp; non-credit) discussions throughout the semester. Discussions will account for 21% of your final grade. <em>All discussions must be posted by the assigned due dates posted on the course schedule. Late postings will be worth 1 point. Students who are bordering in-between grades will automatically be given the higher grade if they are actively participating in all of the online discussions.</em></td>
<td>21%</td>
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**Total**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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<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>
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</table>

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

The “N” grade indicates that the student has worked conscientiously, attended online 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. To receive an “N” grade, you must have made a valid attempt to complete the course, but still not have earned 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 - While this is an online course and attendance does not apply as it would in a face-to-face class, Laulima records each student’s login history. Students who are bordering in-between grades will automatically be given the higher grade if they have shown a regular presence in Laulima and have actively participated in all of the online (credit & non-credit) class discussions.

Late Work Policy - All lessons, exams, assignments, discussions, 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.

Important Dates

- January 21, 2013 – HOLIDAY - Martin Luther King Jr. Day
- January 28, 2013 – Last day to withdraw without a “W” grade
- February 18, 2013 – HOLIDAY - Presidents Day
- January 21, 2013 – HOLIDAY - Martin Luther King Jr. Day
- March 21, 2013 – Last day to withdraw with a “W” grade
- March 25-29, 2013 – SPRING RECESS (break coincides with Prince Kuhio Day & Good Friday)
- May 1, 2013 – Last Day of Instruction
- May 4-9, 2013 – Exam Period
- May 10, 2013 – Last Day of Semester

LEARNING RESOURCES

INTEGRATED SIMNET F/OFFICE 2010-ACCESS - Must be purchased by the 1st week of the course. This item is required to complete this course and may be purchased online. https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx

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 ʻAkoakoa 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.

**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](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>
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<tbody>
<tr>
<td>Password for WCC Network computers, UH e-mail, and Laulima</td>
<td>May be the same as UH e-mail password <strong>unless</strong> 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>
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<td>Laulima</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
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<tr>
<td>Simnet</td>
<td><a href="http://windwardcc.simnetonline.com">http://windwardcc.simnetonline.com</a></td>
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<tr>
<td>Library Learning Commons</td>
<td><a href="http://library.wcc.hawaii.edu/">http://library.wcc.hawaii.edu/</a></td>
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