ICS 100 Computing Literacy and Applications

Instructor: Michael Kato  
Email: katomich@hawaii.edu  
Effective date: Summer 2013  
Credits: 3  
Office hours: Online by appointment

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>63010</td>
<td>7/8/13 - 8/15/13</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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<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>
</tr>
<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 discussions throughout the semester. Discussions will account for 21% of your final grade. <em>All discussions must be posted by the due dates posted on the course schedule.</em></td>
<td>21%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</table>

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

<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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**Attendance & Active Participation**

While this is an online course and attendance does not apply as it would in a face-to-face course, 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 class discussions.*

**Course Pace & Late Work Policy**

*As a generalization, 1 day of summer school is the equivalent to 1 week of a spring or fall semester. This course will be moving at an extremely fast pace, therefore it is important to follow the weekly assignment deadlines that will be posted in Laulima and that will be sent to you through email. All course work 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

- July 8, 2013 – First Day of Instruction
- August 15, 2013 – Last Day of Instruction

LEARNING RESOURCES

INTEGRATED SIMNET F/OFFICE 2010-ACCESS - Must be purchased by the 2nd day of instruction. This item is required to complete this course and may be purchased online. [https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx](https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx)

Computer Platform - The bulk of this course is designed to be completed using PC. *While it is possible to complete different aspects of the course using a Mac, technical support for students attempting to complete this course on a Mac will be available on a limited basis.*

Required Software – You must have access to Microsoft Office 2010 in order to complete the assignments and activities in this course.

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))

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.

**NOTES**

**Important Information**

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<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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</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 <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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<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>
</tr>
<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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