

## ICS101 – Digital Tools for the Information World

3 Credits

CRN: 62130, 62142

Distance Learning

**INSTRUCTOR:** Vanessa Cole  
**EMAIL:** vanessa@hawaii.edu (*preferred method of contact*)  
For quickest response, use your UH email address  
**OFFICE HOURS:** See [course web site](#)  
In addition to regular hours, appointments are available.  
**EFFECTIVE DATE:** Spring 2014

### 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

Hands-on computer class with emphasis on producing professional level documents, spreadsheets, presentations, database, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system.

*Recommended Preparation:* 1 yr. high school algebra or equivalent.

NOTE: Teacher also recommends that students have strong reading ability or be able to use text-to-voice software.

### ABIT CERTIFICATE OF COMPETENCE

The Information Computer Science Certificate of Competence (CoC) in Applied Business and Information Technology (ABIT) is a competency based program designed for the novice or professional information worker.

### STUDENT LEARNING OUTCOMES

1. Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
  - a. Produce documents in a variety of formats.
  - b. Create, edit, and format electronic spreadsheets using formulas, functions, and charts.
  - c. Utilize a database with queries and reports that display required data.
  - d. Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
  - e. Create web pages that contain hyperlinks and images that are suitable for publication.
2. Utilize operating system interfaces to manage computer resources effectively.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
5. Describe ethical issues involved in the use of computer technology.

## COURSE TASKS AND GRADING

Area	Points	Percent of Total	Late Policy
Training Lessons	30	5%	Not accepted after associated Software Assignment is turned in
Software Projects	270	45%	Accepted for 3 weeks past due* date – 10% off per week
Computing Topic Report	60	10%	Accepted 2 <b>days</b> past due date* – 10% off per day
Required Discussion Postings	30	5%	Must be posted week due to receive credit.
Mini Exams	120	20%	Accepted for 3 weeks past due date*
Final Exam	90	15%	No late exams accepted
<b>GRAND TOTAL</b>	<b>600</b>		<b>*Assignments due in the last weeks of the semester are only accepted until the last teaching day and not for 3 weeks</b>

Grades for the course will be as follows:

A	90-100% of possible points
B	80-89% of possible points
C	70-79% of possible points
D	60-69% of possible points
F	0-59% of possible points

Points are deducted for late assignments.. All work must be turned in by the last day of instruction for the semester. **No *incompletes* or *N* grades will be given. You must take responsibility to complete the course or withdrawal. Unexpected extenuating circumstances will be reviewed for an exception.**

## ASSIGNMENT AND STUDENT LEARNING OUTCOMES ALIGNMENT

Student Learning Outcomes	Software Assignments & Associated Exercises	Exams	Other
Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).	Excel 1 & 2 Word Processing Access A & B	Mini-Exam 2-5 Final Exam	Computing Topic Report
Utilize operating system interfaces to manage computer resources effectively.	File Management	Mini-Exam-1 Final exam	
Extract and synthesize information from available Internet resources using intelligent search and discrimination.	Word Processing	Mini-Exam-3 Final Exam	Computing Topic Report

Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.		Mini-Exams 1-5 Final Exam	Computing Topic Report Discussions
Describe ethical issues involved in the use of computer technology		Mini-Exam Final Exam	Ethics Discussion

## COURSE CONTENT

Concepts	Skills
<p>1. Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).</p> <ol style="list-style-type: none"> <li>Common Concepts           <ol style="list-style-type: none"> <li>Editing.</li> <li>Formatting.</li> <li>Graphical objects.</li> <li>Tools such as spell check.</li> <li>Tables.</li> </ol> </li> <li>Spreadsheets           <ol style="list-style-type: none"> <li>Mathematical or financial analysis.</li> <li>“What if” analysis.</li> <li>Formulas and functions.</li> <li>Charts.</li> </ol> </li> <li>Word processing           <ol style="list-style-type: none"> <li>Documents such as memos, letters, reports, résumés, newsletters.</li> <li>Template documents.</li> </ol> </li> <li>Database           <ol style="list-style-type: none"> <li>Database structure.</li> <li>Logical models with queries, forms, and reports.</li> <li>Database integrity.</li> </ol> </li> <li>Presentation           <ol style="list-style-type: none"> <li>Slides, templates, background styles, graphics, photos.</li> <li>Animation and transition effects.</li> </ol> </li> <li>Web page design           <ol style="list-style-type: none"> <li>HTML, hyperlinks, images.</li> <li>Web publishing.</li> </ol> </li> <li>Application integration such as:           <ol style="list-style-type: none"> <li>Copy/cut-and-paste.</li> <li>Object linking.</li> <li>Embedding.</li> </ol> </li> </ol> <p>2. Utilize operating system interfaces to manage computer resources effectively</p> <ol style="list-style-type: none"> <li>Operating system.</li> <li>File management.</li> <li>Relationship between system software and application software.</li> <li>User interface.</li> </ol> <p>3. Extract and synthesize information from available Internet resources using intelligent search and discrimination</p> <ol style="list-style-type: none"> <li>Client/server.</li> <li>Internet applications.</li> </ol> <p>4. Define, explain, and demonstrate proper computer</p>	<p>1. Utilize the appropriate computer application(s) to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).</p> <ol style="list-style-type: none"> <li>Common Skills           <ol style="list-style-type: none"> <li>Create and edit a product.</li> <li>Apply formatting to enhance the effectiveness of a product.</li> <li>Solve problems using application programs.</li> <li>Choose the proper application software to solve a specific problem and/or produce a desired output.</li> <li>Insert and manipulate graphic objects and tables.</li> <li>Utilize common tools such as spell check.</li> </ol> </li> <li>Spreadsheet           <ol style="list-style-type: none"> <li>Create, edit, and format electronic spreadsheet using formulas and functions.</li> <li>Create charts to visually depict spreadsheet data.</li> <li>Utilize spreadsheet analysis to perform “what if” analysis.</li> </ol> </li> <li>Word processing           <ol style="list-style-type: none"> <li>Produce documents in a variety of formats.</li> <li>Produce a document using a template.</li> </ol> </li> <li>Database           <ol style="list-style-type: none"> <li>Utilize a database with queries and reports that display required data.</li> <li>Answer a question by querying and reporting data.</li> <li>Maintain (update) data currency.</li> </ol> </li> <li>Presentation           <ol style="list-style-type: none"> <li>Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.</li> <li>Organize content into succinct slide presentations.</li> </ol> </li> <li>Web page design           <ol style="list-style-type: none"> <li>Create web pages that contain hyperlinks and images that are suitable for publication.</li> <li>Describe web publishing requirements.</li> </ol> </li> <li>Application integration: Copy, paste, and link content across applications.</li> </ol> <p>2. Utilize operating system interfaces to manage computer resources effectively.</p> <ol style="list-style-type: none"> <li>Demonstrate use of an operating system to perform file management.</li> <li>Differentiate the functions of system software</li> </ol>

<p>terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.</p> <ol style="list-style-type: none"> <li>Computer literacy concepts and terminology.</li> <li>Computer hardware components, their functions, and upgrades.</li> <li>Software and software updates.</li> </ol> <p>5. Describe ethical issues involved in the use of computer technology.</p> <ol style="list-style-type: none"> <li>Ethical issues and behavior regarding computer usage including copyright infringement, security and safety online.</li> <li>Social issues in relationship to technology use such as piracy, security intrusion, electronic and other misuses.</li> </ol>	<p>versus application software.</p> <ol style="list-style-type: none"> <li>Extract and synthesize information from available Internet resources using intelligent search and discrimination. <ol style="list-style-type: none"> <li>Use an Internet client to navigate and search the Internet.</li> <li>Refine online research techniques.</li> <li>Use and identify Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.</li> <li>Discriminate between web sites for reliability and validity of information.</li> </ol> </li> <li>Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses. <ol style="list-style-type: none"> <li>Explain fundamental computer literacy concepts and terminology.</li> <li>Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.</li> <li>Explain the necessity for computer hardware and software updates.</li> <li>Differentiate between saving and backing up data.</li> </ol> </li> <li>Describe ethical issues involved in the use of computer technology. <ol style="list-style-type: none"> <li>Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online</li> </ol> </li> </ol>
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## LEARNING RESOURCES

**Virtual Textbook & Online Training via Course Website:** <http://vanessa.wcc.hawaii.edu/ICS101>  
**Laulima:** <https://laulima.hawaii.edu/portal>

### Required Software:

- Windows computers (one of the following)
  - Microsoft Office Professional 2007/2010/2013
  - Microsoft Office Student & Family 2007/2010/2013 & use of Microsoft Access 2007/2010/2013
- Mac Computers (one of the following)
  - Microsoft Office 2011 & use of **Microsoft Access for Windows**
  - Microsoft Office Professional 2007/2010/2013 running on a Windows partition such as Boot Camp or Parallels (requires Windows to also be installed)

## ADDITIONAL INFORMATION

**Business-like behavior:** ICS courses at Windward Community College are part of the Business department. In order to fulfill the objectives of the business department, students are expected to present business-like behavior. Business like behavior includes:

**Distance Learning Section:** Each week, schedule yourself enough time to complete the lessons and assignments. The same amount of time as a classroom course is required to complete the work for the course.

**Classroom Section.** Attend class regularly, including arriving on time and remaining until the end of class period

**Online Discussions:** Be courteous in online discussion areas.

**Turn in assignments on time:** Start assignments before the due date. If situations arise which prevent assignments from being completed on time, notify the instructor.

**Ask for assistance.** In a business, if you are uncertain what to do, you would ask your boss for direction. In this class, ask the teacher for assistance.

**Ask Questions: Students are often more successful if they ASK QUESTIONS!** If you don't understand a term used - ASK! If you are uncertain of steps to take on a project - ASK! If you need extra help - ASK! The teacher is always more than willing to give help, but does not know if you need help unless you ask.

**Exams:** Exams will be based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive. The exams are questions and answer and not hands on skills based. Completing all the lessons, exercises, projects will be an immense help completing the exam with a high score.

**Assignments:** All assignments, lessons, exercises will be posted online. Students are responsible to check the calendar frequently for class changes, information, and assignments. Assignments should be turned in via Lulima or email as specified in the assignment. Each student is individually responsible to see that work is completed on time. All work must be student's own work.

Assignments are normally graded within one week from the *due date* (Computing topic report within 2 weeks). Late assignments will be graded late. If you want quick grading, be on time!

**Email:** Information regarding the class will be sent to your UH email address, check your email frequently. Email also the preferred method of contacting the teacher. **Use your UH email address to correspond with the instructor.**

**Individual Responsibility:** My philosophy is that students in college are adults and therefore responsible for their own performance in class. Each student must take the responsibility to check the course schedule and be sure that all lessons and assignments are completed. Students who take responsibility for their own actions will be better equipped to deal with later employment. Learn to take control of your own life – take responsibility for completing your work.

**Zero Tolerance for Academic Dishonesty:** Cheating by file sharing (giving or receiving files between students), more than one student working on the same file, or copying work (in full or in part) from other sources such as the Internet, and any other form of academic dishonesty will not be tolerated. Anyone caught cheating will be assigned **MINUS 60** points for that assignment, in addition a report of the incidence will be filed, which may result in the student being expelled from the school.

**Be aware that files used for assignments in this course have special hidden codes for each student.**

**DO YOUR OWN WORK** and everything will be fine. Please see the college catalog for the school's policy on academic dishonesty.

## 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.

## Course Calendar

[See course website](#)

