ICS 100 Computing Literacy and Applications

INSTRUCTOR: Emi Troeger
OFFICE: Alaka‘i 131
TELEPHONE: 236-9252 (office)
E-MAIL: emi@hawaii.edu
EFFECTIVE DATE: Spring 2014

CLASS TIME: MW 10 a.m. – 11:15 a.m.
LOCATION: ‘Ākoakoa 113
CRN: 60043

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

ICS 100 Computing Literacy and Applications (3)

An introductory survey of computers 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 databases.

(Recommended Preparation: ENG 22 and MATH 22.)

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are as follows:

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.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:</td>
<td>1. Utilize the basic features of computer applications to effectively communicate (major content area) May include the following:</td>
</tr>
<tr>
<td>1. Editing.</td>
<td>1. Create, edit, save, and print a product.</td>
</tr>
<tr>
<td>2. Formatting.</td>
<td>2. Apply basic formatting to enhance the effectiveness of a product.</td>
</tr>
<tr>
<td>3. Graphics.</td>
<td>3. Insert and manipulate graphic objects and tables.</td>
</tr>
<tr>
<td>4. Tools such as spell check.</td>
<td>4. Utilize common tools such as spell check.</td>
</tr>
<tr>
<td>b. Spreadsheets</td>
<td>b. Spreadsheet</td>
</tr>
<tr>
<td>1. Simple spreadsheets.</td>
<td>1. Create a simple worksheet within a workbook.</td>
</tr>
<tr>
<td>2. Components and functions of spreadsheets.</td>
<td>2. Navigate through cells and rows.</td>
</tr>
<tr>
<td>c. Word processing</td>
<td>c. Word processing</td>
</tr>
<tr>
<td>1. Simple documents.</td>
<td>1. Produce simple documents such as memos, letters, reports, and flyers.</td>
</tr>
<tr>
<td>2. Formatting and editing functions.</td>
<td>d. Database</td>
</tr>
<tr>
<td>d. Database</td>
<td>1. Use a database to create a table, form, and/or report.</td>
</tr>
<tr>
<td>1. Database use.</td>
<td>2. Identify field names, data types, and field properties.</td>
</tr>
<tr>
<td>2. Components and functions of databases.</td>
<td>e. Presentation</td>
</tr>
<tr>
<td>e. Presentation</td>
<td>1. Create a simple presentation using slide design and layout.</td>
</tr>
<tr>
<td>1. Simple presentations.</td>
<td>f. Application integration</td>
</tr>
<tr>
<td>f. Application integration</td>
<td>2. Utilize operating system interfaces to manage computer resources effectively.</td>
</tr>
<tr>
<td>1. Cut/copy and paste between programs.</td>
<td>a. Demonstrate use of an operating system to manage files.</td>
</tr>
<tr>
<td>2. Multitasking.</td>
<td>b. Differentiate the functions of system software versus application software.</td>
</tr>
</tbody>
</table>
a. Operating system.
b. File management.
c. Relationship between system software and application software.
d. User interface.

3. Utilize online resources for research and communication.
   a. Internet applications.
   b. Online resources.

4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
   a. Computer literacy concepts and terminology.
   b. Computer hardware components, their functions, and upgrades.
   c. Software and software updates.

5. Describe ethical issues involved in the use of computer technology.
   a. Ethical issues and behavior regarding computer usage.
   b. Copyright infringement.
   c. Security and safety online.
   d. Social issues in relationship to technology.
   e. Piracy.
   f. Security intrusion.
   g. Electronic and other misuses.

3. Utilize online resources for research and communication.
   a. Navigate and search the Internet.
   b. Identify and/or use Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.

4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
   a. Explain fundamental computer literacy concepts and terminology.
   b. Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.
   c. Explain the necessity for computer hardware and software updates.
   d. Differentiate between saving and backing up data.

5. Describe ethical issues involved in the use of computer technology.
   a. Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online.
   b. Describe regulations and laws that affect computer technology.

ICS 100 MEETING TIME

Course Alpha & No. CRN Days Time Location
ICS 100 60043 MW 10:00 a.m. – 11:15 a.m. ʻĀkoakoa 113

LEARNING RESOURCES & SUPPLIES

1. Simnet access code is required by the start of the third week of class, and it may be purchased at the WCC Bookstore. See instructor if you have difficulty obtaining the access code by the due date.
2. Printing paper account – Please have $3 in your printing paper account at the WCC Library; some assignments will require a hard (printed) copy to be submitted in class. The cost of printing is approximately $0.09 per page. You may replenish your account during the semester by making a deposit at the Library.
3. USB drive with minimum of 1 GB for storage. A USB drive is also known as a thumb drive or a flash drive.
4. Ear buds (for sanitary reasons).

TASKS, ASSESSMENTS, AND GRADING

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Task</th>
<th>%</th>
<th>Assessment</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize the basic features of computer applications to communicate effectively (major content area)</td>
<td>In-class exercises; team work; forum discussions</td>
<td>10%</td>
<td>E-mail, Word, Excel, PPT, File Management Projects Final Project</td>
<td>40%</td>
</tr>
<tr>
<td>Utilize operating system interfaces to manage computer resources effectively.</td>
<td>In-class exercises</td>
<td>File Management Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilize online resources for research and communication.</td>
<td>In-class exercises; speaker</td>
<td>Final Project</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.</td>
<td>Simnet</td>
<td>Concepts Exam Final Exam</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Describe ethical issues involved in the use of computer technology</td>
<td>Discussion in Forum</td>
<td>Final Exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessments - Learning will be assessed through quizzes and projects. A final exam with a required minimum passing score of 60% will be administered.
ICS 100

Friday: 8 a.m.
Wednesday and Thursday: 8 a.m.
Monday and Tuesday: 8 a.m.

To determine the final grade, points will be converted to percentage points. Students must score at least 60% on the final PowerPoint project and the final exam to pass this course. The letter grade for the semester will be assigned as follows:

A = 90% - 100% of total possible points
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = Below 60%

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 summary, 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. The “I” grade is not an option for this course.

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 ‘Ākoakoa 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 an 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
Academic Computing Services grants each new Windward Community College student an initial paper allowance of $1 for printing documents. Once used, students may replenish their printing account at the Library. This policy will be discussed the first week of our class. Please prepay for printing at the Library to avoid last-minute dashes to “feed the meter” during exams.

Other

<table>
<thead>
<tr>
<th>Login to WCC Network Computers, UH e-mail, MyUH, 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>UH Laulima URL</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
</tr>
<tr>
<td>Simnet URL</td>
<td><a href="http://windwardcc.simnetonline.com">http://windwardcc.simnetonline.com</a></td>
</tr>
<tr>
<td>Learnfree</td>
<td><a href="http://learnfree.org">http://learnfree.org</a></td>
</tr>
</tbody>
</table>

Test Center Hours – Learning Commons
Monday and Tuesday: 8 a.m. – 6 p.m.
Wednesday and Thursday: 8 a.m. – 8 p.m.
Friday: 8 a.m. – 4 p.m.

Learning Commons Hours – La‘akea
Monday - Thursday: 8 a.m. – 8 p.m. (except during breaks)
Friday: 8 a.m. – 4 p.m.

ICS 100 Spring 2014

Revised 1/21/2014