ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
Effective date: Summer 2014
Credits: 3
Office: Hale Na‘auao 114 - Phone: 236-9255 - Email: katomich@hawaii.edu
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.

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. (3 hours lecture) Recommended Preparation: ENG 22 and MATH 22 or higher.

ICS 100 CLASSES AND TIMES

<table>
<thead>
<tr>
<th>Course Alpha &amp; No.</th>
<th>CRN</th>
<th>Days &amp; Time</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100</td>
<td>61031</td>
<td>Online Asynchronous</td>
<td>WWW</td>
<td>07/07-08/14</td>
</tr>
</tbody>
</table>

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.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Skills</th>
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<tbody>
<tr>
<td>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following: a. Common Concepts 1. Editing. 2. Formatting. 3. Graphics. 4. Tools such as spell check. 5. Tables</td>
<td>1. Utilize the basic features of computer applications to effectively communicate (major content area) 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.</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>Simnet lessons and exams</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Utilize the basic features of computer applications to communicate effectively (major content area)</td>
<td>All Simnet lessons and exams</td>
</tr>
</tbody>
</table>
**Utilize operating system interfaces to manage computer resources effectively.**

- 1a-d. Basics lessons-Exam 1,
- 2. File types & extensions
- 1. File Management, 5. Final Presentation
- 9. Cloud computing

**Utilize online resources for research and communication.**

- 7. Counting calories
- 3. Library Scavenger Hunt, 5. Final Presentation
- All discussions

**Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.**

- All Simnet lessons and exams
- All assignments
- All projects
- All discussions

**Describe ethical issues involved in the use of computer technology**

- 5. Final Presentation
- All discussions

<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 learning and course management system that will be used extensively in this course. You will need to purchase a Simnet access code by the second week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for 30% 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>30%</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 various Assignments administered throughout the semester. The Assignments will account for 22% of your final grade. <em>All Assignments must be completed by the assigned due dates posted on the course schedule.</em></td>
<td>22%</td>
</tr>
<tr>
<td><strong>Discussions:</strong> There will be various online Discussions on ethics and technology posted in Laulima. The Discussions will account for 18% of your final grade. <em>All discussions must be submitted by the due dates posted on the course schedule.</em></td>
<td>18%</td>
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</tbody>
</table>

**Total** 100%

**Grading**

Final course grades will be calculated from a grading scale of 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>
</tr>
</tbody>
</table>

**Course work Due Dates**
The due dates for all of the course work will fall on the Friday of each week.

**Late Work Policy**
All assignments, projects, Laulima discussions, and Simnet lessons and exams must be completed by the assigned due dates. **Late work is not accepted.** Exceptions will be made in cases due to extenuating circumstances (e.g. illness, death in family) at the discretion of the instructor.

**Attendance & Active Participation**
Attending class regularly is essential to succeeding in this course. For distance learning sections, attendance is checking into Laulima at least once a week and completing the required work for the week. **Students who are bordering in-between grades will automatically be given the higher grade if they have been actively participating in the Laulima discussions and have shown a regular presence in the Laulima.**

**IMPORTANT DATES**
- July 07, 2014 – First Day of Instruction
- August 14, 2014 – Last Day of Instruction

**LEARNING RESOURCES**

**SIMnet + SIMgrader 2010 - Suite ($95.00):** Simnet is an online course management learning system that will be used extensively in this class. Simnet consist of online/interactive lessons and exams. You will need to purchase a Simnet access code online (approximately $95) by the second week of instruction. This item is **required** to complete the course and may be purchased online. [https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx](https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx)

**Laulima:** Laulima is an online course management system and will be used extensively in this course. The class schedule, assignments, discussions, and projects will be posted and administered through Laulima. [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal)

**Computer Platform**
The assignments, projects, and Simnet activities for this course were designed to be completed using a PC and MS Office 2010. **While it is possible to complete different areas of the course using a Mac, technical support for Mac users 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))

**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 in any area of the course, you may be placed on probation for a semester.

**ADDITIONAL 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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</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>
</tr>
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<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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