

## ICS101 – Digital Tools for the Information World

3 Credits

CRN: 60459

**INSTRUCTOR:** Vanessa Cole  
**EMAIL:** [vanessa@hawaii.edu](mailto: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:** Fall 2015

### 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

Fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages.

*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.

### STUDENT LEARNING OUTCOMES

1. Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
2. Utilize operating system interfaces to manage computing resources effectively and securely.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. Define, explain, and demonstrate proper computing 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 and security issues involved in the use of computing technology.

### COURSE TASKS AND GRADING

Area	Points	Percent	Late Policy
Computing Topic Report	60	10%	Accepted only 2 <b>days</b> past due date – 6 pts off per day late
Required Discussion Postings	30	5%	Accepted only 2 <b>days</b> past due date
Training Lessons	30	5%	Not accepted after associated Software Assignment is turned in
Software Assignments (7)	270	45%	<b>Deducted at end of semester</b> 3 - 4 items over 3 days late <b>-15 pts</b> 5 - 6 items over 3 days late <b>-30 pts</b> 7 - 8 items over 3 days late <b>-60 pts</b> >9 items over 3 days late <b>-120pts</b>
Mini Exams (5)	120	20%	
Final Exam	90	15%	No late final exams accepted
<b>GRAND TOTAL</b>	<b>600</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

**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.**

All work must be turned in by the last day of instruction for the semester. **Only 2 late assignments may be turned in the last teaching week of the semester.**

### ASSIGNMENT AND STUDENT LEARNING OUTCOMES ALIGNMENT

Student Learning Outcomes	Software Assignments & Associated Exercises	Exams	Other
Utilize the appropriate computing applications to produce professional 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 and securely.	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 and security issues involved in the use of computer technology		Mini-Exam Final Exam	Ethics Discussion

### COURSE CONTENT

Concepts Covered:

1. Functions of an operating system and difference between an operating system and application software
2. Various types of application software, their functions, and how to use effectively and efficiently.
3. Information Literacy: which online search tools to use for particular types of information, evaluating online information for validity and accuracy,
4. Computing terms in areas such as hardware, software, communications.
5. Ethical and security issues involved in computing.

Skills covered in this course:

1. Use an operating system effectively & efficiently.
  - a. File management: Copy, move, delete, rename files, organize files in folders
2. Utilize the appropriate computing applications efficiently to produce professional documents, spreadsheets, presentations, databases, and web pages.
  - a. Common skills: copy, cut, paste, edit, formatting, image manipulation.

- b. Spreadsheets: Create formulas using cell references, use functions efficiently, create charts, perform what if analysis, and other tools for efficient processing of numbers and data.
  - c. Word processing: Produce documents of various formats, use word processing to efficiently format a research paper, and other documents
  - d. Database: Create and use forms to effectively input and update data, use queries and reports to produce information.
  - e. Web page: Create a simple webpage that contains links and images.
3. Find and evaluate information online
    - a. Use search engines, periodical indexes and other search tools
    - b. Properly cite information and produce a bibliography efficiently with word processing tools

## LEARNING RESOURCES

- **Virtual Textbook & Online Training via Course Website:** <http://vanessa.wcc.hawaii.edu/ICS101>
  - Follow-along exercise as the skills are demonstrated. Learn by doing!
- **Laulima:** <https://laulima.hawaii.edu/portal>
- **Required Software:** Microsoft Office and Windows operating system (in class)

## ADDITIONAL INFORMATION

**Business-ICS Rules:** Regular attendance in class is strongly encouraged. Students who attend class regularly are more likely to earn higher grades. Students, who are ill or have other reasons for missing class, should email the instructor for an excused absence. The student is responsible the material covered in class and any in-class work missed. In-class work for excused absences may be completed during open lab hours. Any assignments due at the beginning of class should be turned in online or at the start of the next class.

**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.

**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 Laulima 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!

**Software assignments** are designed to assess how well you have learned to use the software after completing the training and concept lessons.

**Exams** are based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive and are meant to measure your comprehension of the course material, terminology, concepts and skills. The exams are multiple choice, fill-in the blank and short answer. They are not hands on skills based. Completing all the lessons, exercises, projects will be an immense help completing the exam with a high score. In addition, notes may be used during the exam, but they are timed and you may not have time to look up everything. No retakes are allowed.

**Online discussions** are responses to topics posted by the instructor. Points will be based on the quality of the discussion post. Writing must be business-like with clear and concise comments, focus on what is required in the teacher's post, avoid rambling on the topic in general. Use of bullet points may help in clarifying your responses.

**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:](#)

<http://vanessa.wcc.hawaii.edu/ICS101/101calendar.html>

