

## ICS 101 – Digital Tools For The Information World

**Instructor:** Michael Kato

**Effective date:** Fall 2017

**Credits:** 3

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**Office hours:** TBA

### 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.*

### Catalogue Description

#### ICS 101 Computing Literacy and Applications (3)

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. (3 hr. lecture).

### ICS 101 Classes & Times

<i>Course Alpha &amp; No.</i>	<i>CRN</i>	<i>Days &amp; Time</i>	<i>Room</i>
ICS 101	61065	08/21-12/15	WWW

### 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.

### Assignment and Student Learning Outcomes Alignment

<b>Student Learning Outcomes</b>	<b>Simnet</b>	<b>Projects</b>	<b>Laulima Discussions</b>
Utilize the appropriate computing applications to produce professional documents, spreadsheets presentations, databases, and web pages for effective communication (major content area).	X	X	
Utilize operating system interfaces to manage computing resources effectively and securely.		X	
Extract and synthesize information from available Internet resources using intelligent search and discrimination.		X	X
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.	X	X	X
Describe ethical and security issues involved in the use of computing technology.	X	X	X

### Assignments, Tasks, and Grading

<i>Course Content</i>	<i>Percent of Final Grade</i>
<b>Simnet:</b> Simnet is an online interactive course management system that will be used extensively in this course. The Simnet lessons, projects, and exams will account for <b>55%</b> of your final grade. <i>All Simnet Activities must be submitted by the assigned due dates. Late work will not be accepted.</i>	<b>55%</b>
<b>Projects:</b> There will be a total of 3 Projects assigned this semester. The Projects which will account for <b>25%</b> of your final grade. <i>All Projects must be submitted by the assigned due dates. Late work will not be accepted.</i>	<b>25%</b>
<b>Laulima Discussions:</b> There will be a total of 5 <i>Laulima Discussions</i> assigned this semester. The <i>Discussions</i> will account for <b>20%</b> of your final grade. <i>All Discussions must be submitted by the assigned due dates. Late work will not be accepted.</i>	<b>20%</b>
<b>Total</b>	<b>100%</b>

### Grading

Your Final Grade will be calculated from a 100-point grading system.

<b>Grade</b>	<b>Percentage Points</b>
A	90%-100% of 100 possible points
B	80%-89% of 100 possible points
C	70%-79% of 100 possible points
D	60%-69% of 100 possible points

F	Below 60% of 100 possible points
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### Attendance & Active Participation

Attending class regularly is essential to succeeding in this course. If you are absent, check the *Announcements* page in *Laulima* to see what was covered on the day/s you missed. For distance learning courses, attendance consists of logging into *Laulima* at least once a week to check the weekly announcements. **Important Note:** *At the end of the semester, students bordering in-between grades will automatically be given the higher grade if they have attended class regularly and have been actively participating during class discussions.*

### Incompletes & N grades

No *Incomplete* or *N* grades will be given in this course. You must take responsibility to complete the course or withdrawal.

## Important Dates

- August 21, 2017 - *First Day of Instruction*
- September 4, 2017 - *HOLIDAY - Labor Day*
- September 12, 2017 - *Last day to withdraw without a "W" grade*
- October 30, 2017 - *Last day to with a "W" grade*
- November 10, 2017 - *HOLIDAY - Veterans' Day*
- November 23, 2017 - *HOLIDAY - Thanksgiving Day*
- December 7, 2017 - *Last Day of Instruction*

## Learning Resources

### Simnet

#### Simnet (\$90 approximate)

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 first week of instruction in order to complete the assigned lessons, project, and exams. The combined scores for Simnet lessons projects, and exams will account for 55% of your final grade. *All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.* **Important Note:** If you were in my ICS 100 course in the spring of 2017, you do not have to purchase a new access code and will be able to use the same code from the previous semester.

**Laulima:** *Laulima* is an online course management system and will be used extensively in this course. The class schedule, assignments, and announcements will be posted and administered through *Laulima*.

<https://laulima.hawaii.edu/portal> The class *Announcements* will also include the *Due Dates* for any course work that may be due at the end of each week. It is CRUCIAL to check your *email*, the *Course Schedule*, and the *Announcements* page regularly to make sure you are keeping up with the requirements and pace of the course.

## Computer Platform

This course is designed to be completed using a PC. **Important Note:** Although it is possible to complete portions of this course using a Mac, technical support for Mac users will be available on a limited basis.

## Required Software

The majority of the assigned work for this course focuses using the software applications in Microsoft Office 2016 or above. **Important Note:** If you do not have a copy of the Microsoft Office Software, you [click here to download free version of Office 365 that is available to WCC students.](#)

## 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. **Important Note:** Although it is possible to complete this course using a Mac, technical support for Mac users will be available on a limited basis. (<http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm>)

## Policies

### Late Work Policy

All Course Work must be completed by the assigned due dates. (See **Assignments, Tasks, Grades on Page 2**).

*Exceptions will be made at the discretion of the instructor in the event of unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester.*

### 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](mailto: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.

**Important Note:** If you are caught cheating in any area of the course, you may be placed on probation for a semester.

## A Note from the Instructor

Please feel free to contact me anytime during the semester ([email is best](#)) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and respond to all emails promptly. I am also available to meet through face-to-face, over the phone, and through online appointments. You may also contact me if there are *unforeseen circumstances* (e.g. *illness, housing, death in family*) that may occur during the semester. If I do not have the knowledge or resources available to help you, I will refer you to a specific department or faculty member that does.

## Additional Information

### MySuccess Tool

At Windward Community College, we want every student to be successful. MySuccess is a system wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you're having difficulty in my class within the first few weeks of the semester (e.g. missing class, missing assignments, or low-test scores) and working together to address your challenges shows that you would really benefit from being connected to resources outside of the classroom, I may refer you to your assigned counselor. Once referred, MySuccess will:

1. Call you and send an email to your [Hawaii.edu](#) account to let you know about my referral; and
2. Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.

*I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well this semester as your success is important to me.*

Login to WCC Network Computers, UH e-mail, and Laulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Laulima	May be the same as UH e-mail password <b>unless</b> you create another 6+character password
WCC's Website	<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>
Laulima	<a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a>
MyITLab	<a href="https://windwardcc.MyITLabonline.com/sp/">https://windwardcc.MyITLabonline.com/sp/</a>
Library Learning Commons	<a href="http://library.wcc.hawaii.edu/">http://library.wcc.hawaii.edu/</a>