WI - ICS 100 - COMPUTING LITERACY AND APPLICATIONS

Instructor: Michael Kato
Effective date: Spring 2017
Credits: 3
Office: Palanakila 101  Phone: 236-9296  Email: katomich@hawaii.edu
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

WI - 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.

WI - 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>
</tr>
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<tbody>
<tr>
<td>ICS 100</td>
<td>64017</td>
<td>01/09-05/12</td>
<td>WWW</td>
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STUDENT LEARNING OUTCOMES

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 and security issues involved in the use of computing technology.

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Simnet</th>
<th>Assignments</th>
<th>Discussions and Reflection Papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize the basic features of computer applications to communicate</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Content</td>
<td>Percent of Final Grade</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
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<td><strong>Simnet:</strong> Simnet is an online interactive course management system that will be used extensively in this course. The Simnet simulations and exams will account for 25% of your final grade.</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
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<td><strong>In-Class Assignments:</strong> There will be various In-Class Assignments administered throughout the semester that will account for 30% of your final grade.</td>
<td>30%</td>
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</table>

**WRITING INTENSIVE HALLMARKS**

1. The course uses writing to promote the learning of course materials.
2. The course provides interaction between teacher and students while students do assigned writing.
3. Writing contributes significantly to each student's course grade.
4. The course requires students to do a substantial amount of writing—a minimum of 4000 words, or about 16 pages.

**ASSIGNMENTS, TASKS, AND GRADING**

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</tbody>
</table>
You will be required to do a substantial amount of writing in this course. The bullet points below will breakdown the various formal and informal writing activities that will be required to complete this course. The total writing done in this course will be the equivalent to 16-20 pages or 4000 words.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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</thead>
<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>

**Grading**

Final course grades will be calculated from a grading scale of 100 possible points.

**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 checking into Laulima at least once a week and completing the required weekly assignments. **Students who are bordering in-between grades will automatically be given the higher grade if they have been actively participating in class discussions and have attended class regularly.**

**Incompletes & N grades**

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

**Overview of Writing Intensive Requirements**

You will be required to do a substantial amount of writing in this course. The bullet points below will breakdown the various formal and informal writing activities that will be required to complete this course. The total writing done in this course will be the equivalent to 16-20 pages or 4000 words.

- **Laulima Discussions** (informal writing): There will be 5 Laulima Discussions regarding ethical and security issues involved with the use of computing technology. In each discussion you be required to write a response to the original discussion topic using 350 words or more. Each discussion will also require you to respond to one of your classmates’ posts using 75 words or more.

- **Reflection Papers** (formal & informal writing)
Informal: There will be a total of 3 reflections papers relating to various software applications. Each paper must contain a minimum of 400 words.

Formal: There will be a Final Reflection Paper that will be based off of the informal writings from your Online Discussions or your Reflections Papers. Your Final Reflection Paper must include a minimum of 1000 words.

Reflection Papers Formatting Requirements: Your Reflection Papers should be formatted using the following Technical Requirements:
- Times or Times New Roman font - 12 point
- Double spaced
- 1 inch margins

Conference with Instructor - You will be required to meet with the instructor for a conference at least once during the course of the semester to discuss your writings and Final Reflection Paper. The conference may be done over the phone, through Skype, a chatroom, or face-to-face.

IMPORTANT DATES
- January 9, 2017 – First Day of Instruction
- January 16, 2017 – HOLIDAY – Dr. Martin Luther King Jr. Day
- February 20, 2017 – HOLIDAY – Presidents’ Day
- March 27-31, 2017 – SPRING BREAK
- April 3, 2017 – Last day to Withdraw with a W grade
- May 3, 2017 – Last Day of Instruction

LEARNING RESOURCES
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 second week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for 25% of your final grade. All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.

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](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 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 2013 or later. **Important Note:** If you do not have a copy of the Microsoft Office Software, you can [click here to download free version of Office 365 that is available to WCC students](http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm).

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))

**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.

**Policies**

Cell Phone Policy
Please turn off cell phones or place them in vibrate and take all conversations outside of the class.

Food in the lab
Please do not eat food in the lab. Computers have been damaged in the past from food being consumed in the lab.

Late Work Policy
All Course Work must be completed by the assigned due dates. Late work will not be accepted.

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 ʻAkoakoa 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.

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**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.

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**ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Login to WCC Network Computers, UH e-mail, 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 <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>
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<tr>
<td>Simnet</td>
<td>[<a href="http://windwardcc.Simnet">http://windwardcc.Simnet</a> online.com](<a href="http://windwardcc.Simnet">http://windwardcc.Simnet</a> online.com)</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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