ICS 101 – Digital Tools For The Information World

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

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 100 Classes & Times

<table>
<thead>
<tr>
<th>Course Alpha &amp; No.</th>
<th>CRN</th>
<th>Days &amp; Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 101</td>
<td>64019</td>
<td>01/09-05/12</td>
<td>Palanakila 124</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assignments</th>
<th>Laulima/In-class Discussions</th>
</tr>
</thead>
</table>

ICS 101 Spring 2017
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Describe ethical and security issues involved in the use of computing technology.

Assignments, Tasks, and Grading

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Weekly Assignments: There will be assignments administered each week. Each week’s assignments will be due the following week. The Weekly Assignments will account for 85% of your final grade. All Weekly Assignments must be submitted by the posted due dates. Late work is not accepted.</td>
<td>85%</td>
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<tr>
<td>Final Exam: There will be a Final Exam administered at the end of the semester. The Final Exam will account for 15% of your final grade.</td>
<td>15%</td>
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<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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>

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. 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 Incomplete or N grades will be given in this course. You must take responsibility to complete the course or withdrawal.

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
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.

Ear Buds
There will be many assignments that will contain video instructions and lectures that you will complete at your own pace. Please bring ear buds to the class so that you can work independently without disturbing others.

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 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

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