ICS101 – Digital Tools for the Information World
3 Credits
CRN: 60028 & 60029- Distance Learning

INSTRUCTOR: Vanessa Cole
EMAIL: vanessa@hawaii.edu *(preferred method of contact)*
For quickest response, use your UH email address
OFFICE HOURS: Email for help – 7 days a week
Virtual meetings available by appointment.
EFFECTIVE DATE: Summer 2017

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu's Koʻolau 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 **days** past due date -6 pts off per day late
Required Discussion Postings	30	5%	Accepted only 2 **days** past due date
Training Lessons	30	5%	Not accepted after associated Software Assignment is turned in
Software Assignments (7)	270	45%	**Deducted at end of semester**
Mini Exams (5)	120	20%	3 to 4 assignments over 2 days late **-15 pts** 5 to 6 assignments over 2 days late **-30 pts** 7 to 8 assignments over 2 days late **-60 pts** > 9 assignments over 2 days late **-120pts**
Final Exam	90	15%	No late final exams accepted
GRAND TOTAL	**600**		

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 2 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 computing 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 & Research	Mini-Exam-3 Final Exam	Computing Topic Report
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.		Mini-Exams 1-5 Final Exam	Computing Topic Report Discussions
Describe ethical and security issues involved in the use of computer technology		Mini-Exam Final Exam	Ethics Discussion Privacy & security discussion

COURSE CONTENT

Concepts	Skills

1.   Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area). Common Concepts
    1) Editing.
    2) Formatting.
    3) Graphical objects.
    4) Tools such as spell check.
    5) Tables.
  b.   Spreadsheets
    1) Mathematical or financial analysis.
    2) "What if" analysis.
    3) Formulas and functions.
    4) Charts.
  c.   Word processing
    1) Documents such as memos, letters, reports,
	1. Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
	    a. Common Skills
	    1) Create and edit a product.
	    2) Apply formatting to enhance the effectiveness of a product.
	    3) Solve problems using application programs.
	    4) Choose the proper application software to solve a specific problem and/or produce a desired output.
	    5) Insert and manipulate graphic objects and tables.
	    6) Utilize common tools such as spell check.
	  b. Spreadsheet
	    1) Create, edit, and formac spreadsheet using formulas and functions.
	    2) Create charts to visually depict spreadsheet data.

résumés, newsletters.
   2) Template documents.
  d.   Database
    1) Database structure.
    2) Logical models with queries, forms, and reports.
    3) Database integrity.
  e.   Presentation
    1) Slides, templates, background styles, graphics, photos.
    2) Animation and transition effects.
  f.   Web page design
    1) HTML, hyperlinks, images.
    2) Web publishing.
  g.   Application integration such as:
    1) Copy/cut-and-paste.
    2) Object linking.
    3) Embedding.

2. Utilize operating system interfaces to manage computing resources effectively and securely
  a.   Operating system.
  b.   File management.
  c.   Relationship between system software and application software.
  d.   User interface.

3. Extract and synthesize information from available Internet resources using intelligent search and discrimination
  a.   Client/server.
  b.   Internet applications.

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.
  a.   Computer literacy concepts and terminology.
  b.   Computer hardware components, their functions, and upgrades.
  c.   Software and software updates.

5. Describe ethical and security issues involved in the use of computing technology.
  a.   Ethical and security issues and behavior regarding computer usage including copyright infringement, security and safety online.
  b.   Social issues in relationship to technology use such as piracy, security intrusion, electronic and other misuses.

    3) Utilize spreadsheet analysis to perform "what if" analysis.
  c.   Word processing
    1) Produce documents in a variety of formats.
    2) Produce a document using a template.
  d.   Database
    1) Utilize a database with queries and reports that display required data.
    2) Answer a question by querying and reporting data.
    3) Maintain (update) data currency.
  e.   Presentation
    1) Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
    2) Organize content into succinct slide presentations.
  f.   Web page design
    1) Create web pages that contain hyperlinks and images that are suitable for publication.
    2) Describe web publishing requirements.
  g.   Application integration: Copy, paste, and link content across applications.

2. Utilize operating system interfaces to manage computing resources effectively and securely.
  a.   Demonstrate use of an operating system to perform file management.
  b.   Differentiate the functions of system software versus application software.

3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
  a.   Use an Internet client to navigate and search the Internet.
  b.   Refine online research techniques.
  c.   Use and identify Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.
  d.   Discriminate between web sites for reliability and validity of information.

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.
  a.   Explain fundamental computer literacy concepts and terminology.
  b.   Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.
  c.   Explain the necessity for computer hardware and software updates.
  d.   Differentiate between saving and backing up data.

5. Describe ethical issues and security involved in the use of computer technology.
  a.   Discuss the ethical issues and security regarding computer usage including copyright infringement, security and safety online

LEARNING RESOURCES

Virtual Textbook & Online Training via Course Website: http://vanessa.wcc.hawaii.edu/ICS101
Laulima: https://laulima.hawaii.edu/portal

Required Software:
[Microsoft Office is available (free or low cost) for students](). (Windows users, on the install Office 2016 page, click on other installs to get the full office including Access)

- Windows computers (one of the following)
  - Microsoft Office Professional 2016
  - Microsoft Office Personal 2016 AND use of Microsoft Access 2016 ([30-day Free Trial of Access]())
  - Office 2013 may be used, but be aware there may be some differences between the training materials and your version.
- Mac Computers
  - Microsoft Office 2016 for Mac AND use of Microsoft Access 2016 for Windows
    - Macs with dual boot and Windows installed may run Access - ([30-day Free Trial of Access]())
    - Borrow a Windows computer from a friend and ask if you can install the free trail if they don't have Access
    - Use a Windows computer at the Windward Community College Library
      - Open Monday-Friday (except holidays) from 8am-4pm
  - **Office 2011 is NOT recommended for this class. It has a completely different interface. Upgrade to Office 2016 for Mac.**

INFORMATION

Growth Mindset + Confusion + Struggle = Success. It takes **work** to learn any subject. If you believe that you can't "get it", then you won't "get it". If you believe that through work, you can achieve, then you will achieve. If you feel confused, but continue to struggle through it and work hard, you will find a deeper understanding of any subject you are studying. The key to success is that you must WORK at it. Your teacher is here to help you through the process, but only you can do the work of learning.

Business-ICS Rules: Regular attendance in class is strongly encouraged. Students who attend class regularly are more likely to earn higher grades. For distance learning sections, attendance is checking into Laulima at least once a week (more frequent is preferred) and completing the required work for the week.

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 turned in within one week of the class missed. 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 time is 2.5 hours plus additional time for study and additional time needed to complete assignments)

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.

Exams: Exams will be based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive. The exams are questions and answer and not hands on skills based. Completing all the lessons, exercises, projects will be an immense help completing the exam with a high score.

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!

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](#)