ICS 101 Digital Tools for the Information World
Credits: 3 | CRN: 60014
Days & Time: Online Asynchronous

Instructor: Michael Kato
Office: Palanakila 144
Online Office Hours: Monday 10:00am - 1:00pm through Virtual Office, phone, email |
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Effective Date: Spring 2019

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 the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Catalogue Description

ICS 101 Digital Tools for the Information World (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.

Activities Required at Scheduled Times Other than Class Times
Communication is *vital* to succeeding in this course. Because this in an asynchronous online course, it is *crucial* to log into Laulima regularly and checking the weekly Laulima Announcements. The Announcements will contain the weekly work agenda as well as the due dates for upcoming assignments. You will be notified well in advance regarding course work that will be due from week to week. Please be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments and Simnet activities (see pages 3-4).

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

Student Learning Outcomes	Simnet	Projects	Laulima Discussions
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

Assessments - Course Tasks - Grading

Course Content	Percent of Final Grade
Simnet: 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 **57%** of your final grade.	**57%**
Projects: There will be a total of 3 Projects assigned this semester. The Projects which will account for **23%** of your final grade.	**23%**
Laulima Discussions: There will be a total of 5 *Laulima Discussions* assigned this semester. The *Discussions* will account for **20%** of your final grade.	**20%**
Total	**100%**

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

Grade	Percentage Points
A	90-100 out of 100 possible points
B	80-89 out of 100 possible points
C	70-70 out of 100 possible points
D	60-69 out of 100 possible points
F	Below 60 out of 100 possible points

Attendance & Active Participation
Attending class regularly is essential to succeeding in this course. 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 (e.g. 4 points or less) will automatically be given the higher grade if they have attended class, regularly and have actively participated during class discussions.

Important Dates

- January 7, 2019 - *First Day of Instruction*
- January 21, 2019 - *HOLIDAY – Dr. Martin Luther King Day*
- February 18, 2019 – *Presidents Day*
- March 18-22, 2019 – *Spring Break*
- March 25, 2019 - *Last day to with a "W" grade*
- March 26, 2019 – *Prince Kuhio Day*
- May 2, 2019 - *Last Day of Instruction*
- May 9, 2019 – ***Final Project Due***

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 1st week of instruction in order to

complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for 57% of your final grade. The access code may be purchased online or from the WCC bookstore: ISBN 9781260411522 | In Practice

Important Notes
- You will save approximately $20 by purchasing the code online.

- You *do not* have to purchase a code if you took ICS 100 from me last semester.

- You can register with the *14-day trial* option if you are waiting for financial aid.

Laulima: Laulima is an online course management system and will be used extensively in this course. The course schedule, assignments, and announcements will be posted and administered through Laulima. Laulima 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 offered throughout the UH system and is predominantly 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
You will need to have access to Microsoft Office 2016 to complete this course. **Important Note:** If you an older version or 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.**

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Policies

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Late Work Policy
All Course Work must be completed by the assigned due dates. *Exceptions will be made due to extenuating circumstances (e.g. illness, housing, death in family).*

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.

Disabilities Accommodations

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.

Title IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: Title IX website.

Windward Community College (WCC) is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:
- Location: Alakai 121
- Phone: (808) 235-7422
- Email: wccaa@hawaii.edu

A Note from the Instructor

Please feel free to contact me 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 are part of the of the WCC Ohana. 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.