



ICS-100 - Computing Literacy and Applications

Instructor Information

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Office Hours: Online

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.

Catalog Description

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.

Student Learning Outcomes

The student learning outcomes for this course are:

- Utilize the basic features of computer applications to communicate effectively (major content area).
- Utilize operating system interfaces to manage computer resources effectively.
- Utilize online resources for research and communication.
- Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
- Describe ethical issues involved in the use of computer technology.

Student Learning Outcomes Alignment

Student Learning Outcome	Lessons and Assessments
Utilize the basic features of computer applications to communicate effectively (major content area).	Modules 2, 4, 5, 6, 7 Assignments 1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, Final Project
Utilize operating system interfaces to manage computer resources effectively.	Module 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, Final Project Assignments 4
Utilize online resources for research and communication.	Modules 3, 5 Assignment 3, 8, Final Project
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.	Module 2 Assignments 2, 3
Describe ethical issues involved in the use of computer technology.	Module 5 Assignments 8

Course Content

Concepts	Skills
<p>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:</p> <ul style="list-style-type: none"> a. Common Concepts <ul style="list-style-type: none"> 1. Editing. 2. Formatting. 3. Graphics. 4. Tools such as spell check. 5. Tables b. Spreadsheets <ul style="list-style-type: none"> 1. Simple spreadsheets. 2. Components and functions of spreadsheets. c. Word processing <ul style="list-style-type: none"> 1. Simple documents. 2. Formatting and editing functions. d. Database <ul style="list-style-type: none"> 1. Database use. 2. Components and functions of databases. e. Presentation <ul style="list-style-type: none"> 1. Simple presentations. 2. Slide design and layout. 3. Transitions. f. Application integration <ul style="list-style-type: none"> 1. Cut/copy and paste between programs. 2. Multitasking. 	<p>1. Utilize the basic features of computer applications to effectively communicate (major content area) May include the following:</p> <ul style="list-style-type: none"> a. Common Skills <ul style="list-style-type: none"> 1. Create, edit, save, and print a product. 2. Apply basic formatting to enhance the effectiveness of a product. 3. Insert and manipulate graphic objects and tables. 4. Utilize common tools such as spell check. b. Spreadsheet <ul style="list-style-type: none"> 1. Create a simple worksheet within a workbook. 2. Navigate through cells and rows. c. Word processing <ul style="list-style-type: none"> 1. Produce simple documents such as memos, letters, reports, and flyers. d. Database <ul style="list-style-type: none"> 1. Use a database to create a table, form, and/or report. 2. Identify field names, data types, and field properties. e. Presentation <ul style="list-style-type: none"> 1. Create a simple presentation using slide design and layout. f. Application integration <ul style="list-style-type: none"> 1. Cut/copy and paste across applications.
<p>2. Utilize operating system interfaces to manage computer resources effectively.</p> <ul style="list-style-type: none"> a. Operating system. b. File management. c. Relationship between system software and application software. d. User interface. 	<p>2. Utilize operating system interfaces to manage computer resources effectively.</p> <ul style="list-style-type: none"> a. Demonstrate use of an operating system to manage files. b. Differentiate the functions of system software versus application software.
<p>3. Utilize online resources for research and communication.</p> <ul style="list-style-type: none"> a. Internet applications. b. Online resources. c. 	<p>3. Utilize online resources for research and communication.</p> <ul style="list-style-type: none"> a. Navigate and search the Internet. b. Identify and/or use Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.

<p>4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.</p> <ol style="list-style-type: none"> Computer literacy concepts and terminology. Computer hardware components, their functions, and upgrades. Software and software updates. 	<p>4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications. .</p> <ol style="list-style-type: none"> Explain fundamental computer literacy concepts and terminology. Use proper terminology to describe computer hardware components and their function in processing software instructions and input data. Explain the necessity for computer hardware and software updates. Differentiate between saving and backing up data.
<p>5. Describe ethical issues involved in the use of computer technology.</p> <ol style="list-style-type: none"> Ethical issues and behavior regarding computer usage. Copyright infringement. Security and safety online. Social issues in relationship to technology. Piracy Security intrusion. Electronic and other misuses 	<p>5. Describe ethical issues involved in the use of computer technology. .</p> <ol style="list-style-type: none"> Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online. Describe regulations and laws that affect computer technology.

Course Tasks

In this class, you will show mastery of each concept through a series of assignments. Every assignment is worth 3 points except for the Final Project, which is worth 9 points.

To receive full credit your work must not contain any errors. If there is an error(s) I will specify what it is and return the assignment to you. You should then correct the assignment and resubmit it.

Assessment Tasks and Grading

Your final grade will be determined by the number of assignments you complete. There are 14 assignments and the Final Project (51 possible points):

- A: 45 – 51 points
- B: 40 – 44 points
- C: 35 – 39 points
- D: 30– 34 points
- F: 0 – 29 points

Before requesting a grade of N or I, make sure you meet the qualifications. You can find the requirements at http://windward.hawaii.edu/academic_affairs/grades.php.

Learning Resources

It is essential that you have an access code for Simnet. It is the primary source of instruction. You can purchase one through the bookstore or at the Simnet site. It is also essential that you have access to Microsoft Office 2013.

As you complete assignments, they will be marked in Lulima and you will be able to track your progress by utilizing the gradebook. In addition, there will be discussion boards in Lulima where you may post or answer questions.

Other resources

- Tutoring may be available from the TRIO office in the Library Learning Commons on the WCC campus.
- The LLC at WCC has computers configured with all of the software needed for this class.

Policies

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. Ann Lemke can be reached by phone at 235-7448, by email at lemke@hawaii.edu, or by stopping by her office in Hale 'Akoakoa 213 for more information.

Academic Dishonesty - Cheating and Plagiarism

You are responsible for the content and integrity of all work you submit. The guiding principle of academic integrity will be that all files, work, reports, and projects that you submit are your own work.

You will be guilty of cheating if you:

- Represent the work of others as your own (plagiarism).
- User 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.

Netiquette

Whenever you post something to the discussion board or other online forums, you are expected to follow proper netiquette. Be respectful at all times. Do not use obscene language or make disparaging comments, even if it is meant as a joke. Remember that others cannot see your facial expression nor hear your tone of voice, so they will not know you are trying to be witty. Do not use all caps. Using all caps is normally interpreted to be shouting.

Discussion Boards

Discussion boards are to be used for class work only. Do not post political or other comments or statements, nor solicit sales for any type of product. Your instructor will be monitoring all communication in Lulima and will take appropriate action when necessary