

## ICS 100 Computing Literacy and Applications

**Instructor:** Michael Kato

**Effective date:** Fall 2014

**Credits:** 3

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**Office hours:** 11:30am - 12:30pm (by appointment)

### 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

#### 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.*

### ICS 100 CLASSES AND TIMES

<i>Course Alpha &amp; No.</i>	<i>CRN</i>	<i>Days</i>	<i>Time</i>	<i>Room</i>	<i>Dates</i>
ICS 100	60044	TR	10:00am - 11:15am	Akoakoa 113	01/13-05/16

### STUDENT LEARNING OUTCOMES & ASSESSMENT

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 issues involved in the use of computer technology.

### COURSE CONTENT

<b>Concepts</b>	<b>Skills</b>
<ol style="list-style-type: none"><li>1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:<ol style="list-style-type: none"><li>a. Common Concepts<ol style="list-style-type: none"><li>1. Editing.</li><li>2. Formatting.</li><li>3. Graphics.</li></ol></li></ol></li></ol>	<ol style="list-style-type: none"><li>1. Utilize the basic features of computer applications to effectively communicate (major content area) May include the following:<ol style="list-style-type: none"><li>a. Common Skills<ol style="list-style-type: none"><li>1. Create, edit, save, and print a product.</li><li>2. Apply basic formatting to enhance the effectiveness of a product.</li></ol></li></ol></li></ol>

<ul style="list-style-type: none"> <li>4. Tools such as spell check.</li> <li>5. Tables</li> <li>b. Spreadsheets <ul style="list-style-type: none"> <li>1. Simple spreadsheets.</li> <li>2. Components and functions of spreadsheets.</li> </ul> </li> <li>c. Word processing <ul style="list-style-type: none"> <li>1. Simple documents.</li> <li>2. Formatting and editing functions.</li> </ul> </li> <li>d. Database <ul style="list-style-type: none"> <li>1. Database use.</li> <li>2. Components and functions of databases.</li> </ul> </li> <li>e. Presentation <ul style="list-style-type: none"> <li>1. Simple presentations.</li> <li>2. Slide design and layout.</li> <li>3. Transitions.</li> </ul> </li> <li>f. Application integration <ul style="list-style-type: none"> <li>1. Cut/copy and paste between programs.</li> <li>2. Multitasking.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>2. Utilize operating system interfaces to manage computer resources effectively. <ul style="list-style-type: none"> <li>a. Operating system.</li> <li>b. File management.</li> <li>c. Relationship between system software and application software.</li> <li>d. User interface.</li> </ul> </li> <li>3. Utilize online resources for research and communication. <ul style="list-style-type: none"> <li>a. Internet applications.</li> <li>b. Online resources.</li> </ul> </li> <li>4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications. <ul style="list-style-type: none"> <li>a. Computer literacy concepts and terminology.</li> <li>b. Computer hardware components, their functions, and upgrades.</li> <li>c. Software and software updates.</li> </ul> </li> <li>5. Describe ethical issues involved in the use of computer technology. <ul style="list-style-type: none"> <li>a. Ethical issues and behavior regarding computer usage.</li> <li>b. Copyright infringement.</li> <li>c. Security and safety online.</li> <li>d. Social issues in relationship to technology.</li> <li>e. Piracy</li> <li>f. Security intrusion.</li> <li>g. Electronic and other misuses</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>3. Insert and manipulate graphic objects and tables.</li> <li>4. Utilize common tools such as spell check.</li> <li>b. Spreadsheet <ul style="list-style-type: none"> <li>1. Create a simple worksheet within a workbook.</li> <li>2. Navigate through cells and rows.</li> </ul> </li> <li>c. Word processing <ul style="list-style-type: none"> <li>1. Produce simple documents such as memos, letters, reports, and flyers.</li> </ul> </li> <li>d. Database <ul style="list-style-type: none"> <li>1. Use a database to create a table, form, and/or report.</li> <li>2. Identify field names, data types, and field properties.</li> </ul> </li> <li>e. Presentation <ul style="list-style-type: none"> <li>1. Create a simple presentation using slide design and layout.</li> </ul> </li> <li>f. Application integration <ul style="list-style-type: none"> <li>1. Cut/copy and paste across applications.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>2. Utilize operating system interfaces to manage computer resources effectively. <ul style="list-style-type: none"> <li>a. Demonstrate use of an operating system to manage files.</li> <li>b. Differentiate the functions of system software versus application software.</li> </ul> </li> <li>3. Utilize online resources for research and communication. <ul style="list-style-type: none"> <li>a. Navigate and search the Internet.</li> <li>b. Identify and/or use Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.</li> </ul> </li> <li>4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications. . <ul style="list-style-type: none"> <li>a. Explain fundamental computer literacy concepts and terminology.</li> <li>b. Use proper terminology to describe computer hardware components and their function in processing software instructions and input data.</li> <li>c. Explain the necessity for computer hardware and software updates.</li> <li>d. Differentiate between saving and backing up data.</li> </ul> </li> <li>5. Describe ethical issues involved in the use of computer technology. . <ul style="list-style-type: none"> <li>a. Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online.</li> <li>b. Describe regulations and laws that affect computer technology. .</li> </ul> </li> </ol>
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## COURSE TASKS AND STUDENT LEARNING OUTCOMES

Student Learning Outcomes	Simnet lessons and exams	Assignments	Projects	Laulima Modules & Lectures
Utilize the basic features of computer applications to communicate effectively (major content area)	All Simnet lessons and exams	All assignments	2. Word formal letter, 5. Final Presentation	Basics 1.2 -1.4, Word 2.1-2.8, Presentations 5.1-5.2, PP Effective Presentations
Utilize operating system interfaces to manage computer resources effectively.	1a-d. Basics lessons-Exam 1,	2. File types & extensions	1. File Management, 4. Webpage, 6. Final Presentation	Basics 1.2 -1.4, Research 3.1-3.3
Utilize online resources for research and communication.		7. Counting calories	3. Library Scavenger Hunt, 5. Final Presentation	Bookmarks 1.4, Research 3.1-3.3. PP Research, Library lecture, PP databases
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.	All Simnet lessons and exams	All assignments	All projects	Presentations 5.1-5.2
Describe ethical issues involved in the use of computer technology		9. Ethics	5. Final Presentation	Research lecture, Library lecture

## ASSESSMENT, TASKS, AND GRADING

<i>Course Content</i>	<i>Percent of Final Grade</i>
<b>Simnet:</b> 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 first week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for <b>25%</b> of your final grade. <i>All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.</i>	25%
<b>Projects:</b> There will be a total of <b>6 Projects</b> assigned in this course. Projects will account for <b>37%</b> of your final grade. <i>All projects must be completed by the assigned due dates posted on the course schedule.</i>	37%
<b>Assignments</b> – There will be numerous <i>In-class Assignments</i> that will be administered throughout the semester. The <i>Assignments</i> will account for <b>38%</b> of your final grade. <i>All Assignments must be completed by the assigned due dates posted on the course schedule.</i>	38%
<b>Total</b>	<b>100%</b>

### Grading

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

<i>Grade</i>	<i>Percentage Points</i>
A	90%-100% of 100 possible points
B	80%-89% of 100 possible points
C	70%-79% of 100 possible points
D	60%-69% of 100 possible points
F	Below 60% of 100 possible points

### **Late Work Policy**

All assignments, projects, and Simnet lessons and exams must be completed by the assigned due dates. **Late work is not accepted.** *Exceptions will be made in cases due to extenuating circumstances (e.g. illness, death in family) at the discretion of the instructor.*

### **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.*

## **IMPORTANT DATES**

- January 13, 2014 – *First Day of Instruction*
- January 20, 2014 – *HOLIDAY – Dr. Martin Luther King Jr. Day*
- February 3, 2014 – *Last day to withdraw without “W” grade*
- February 17, 2014 – *HOLIDAY – Presidents’ Day*
- March 20, 2014 – *Last day to withdraw with “W”*
- March 24-28, 2014 – *SPRING BREAK*
- May 7, 2014 – *Last Day of Instruction*
- May 10-15, 2014 – *EXAM PERIOD*

## **LEARNING RESOURCES**

### **SIMnet + SIMgrader 2010 - Suite (\$95.00)**

Must be purchased by the first week of instruction. This item is *required* to complete this course and may be purchased online. <https://windwardcc.simnetonline.com/Students/CombinedLogin.aspx>

**Laulima:** Laulima is an online course management system and will be used extensively in this course. The class schedule, assignments, and projects, and announcements will be posted and administered through Laulima. <https://laulima.hawaii.edu/portal>

### **Computer Platform**

The assignments, projects, and Simnet activities for this course were designed to be completed using a PC and MS Office 2010. *While it is possible to complete different areas of the course using a Mac, technical support for Mac users will be available on a limited basis.*

### **Required Software**

You must have access to Microsoft Office 2010 in order to complete the assignments and activities in this course.

## 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>)

## 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 in this class. Ann Lemke can be reached at 235-7448, [lemke@hawaii.edu](mailto: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.

Note: If you are caught cheating in any area of the course, you may be placed on probation for a semester.

## ADDITIONAL INFORMATION

Login to WCC Network Computers, UH e-mail, and Laulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Laulima	May be the same as UH e-mail password <b>unless</b> you create another 6+character password
WCC's Website	<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>
Laulima	<a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a>
Simnet	<a href="http://windwardcc.simnetonline.com">http://windwardcc.simnetonline.com</a>
Library Learning Commons	<a href="http://library.wcc.hawaii.edu/">http://library.wcc.hawaii.edu/</a>