

# ICS 101 – Digital Tools for the Information World

3 Credits  
TR 1:00-3:30 pm

<b>INSTRUCTOR:</b>	Laura Sue
<b>OFFICE:</b>	Hale Na'auao 114
<b>OFFICE HOURS:</b>	Thursdays 3:30-4:30 pm (in Hale Akoakoa 113)
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<b>EFFECTIVE DATE:</b>	Spring 2014

## 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

Hands-on computer class with emphasis on producing professional level documents, spreadsheets, presentations, database, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. (3 hr. lect).

*Recommended Preparation:* 1 yr. high school algebra or equivalent.

## Student Learning Outcomes

1. Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
  - a. Produce documents in a variety of formats.
  - b. Create, edit, and format electronic spreadsheets using formulas, functions, and charts.
  - c. Utilize a database with queries and reports that display required data.
  - d. Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
  - e. Create web pages that contain hyperlinks and images that are suitable for publication.
2. Utilize operating system interfaces to manage computer resources effectively.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. Define, explain, and demonstrate proper computer 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 issues involved in the use of computer technology.

## Course Tasks and Student Learning Outcomes Alignment

Student Learning Outcomes	Projects	Exercises	Quizzes / Exams
Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).	Projects 1 - 3	All in-class and homework assignments	Quizzes 1 - 4
Utilize operating system interfaces to manage computer resources effectively.		File management assignment	
Extract and synthesize information from available Internet resources using intelligent search and discrimination	Project 1		
Define, explain, and demonstrate proper computer 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			Final Exam
Describe ethical issues involved in the use of computer technology.		Ethics assignment	Final Exam

## Assessment Tasks and Grading

Assignments	Points	Percentage of Total
Classwork	50	10%
Homework	200	40%
Projects	75	15%
Quizzes	100	20%
Final Exam	75	15%
<b>GRAND TOTAL</b>	<b>500</b>	<b>100%</b>

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

## Learning Resources

### Required Software (available on computers on campus):

- Windows Computers (one of the following)
  - Microsoft Office Professional 2007/2010/2013
  - Microsoft Office Student & Family 2007/2010/2013 & use of Microsoft Access 2007/2010/2013
- Apple Computers (one of the following)
  - Microsoft Office 2011 & use of Microsoft Access for Windows
  - Microsoft Office Professional 2007/2010/2013 running on a Windows partition such as Boot Camp or Parallels (requires Windows to also be installed)

**Laulima:** <https://laulima.hawaii.edu>

## Additional Information

**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:

**Attendance:** Attend class regularly. This includes arriving on time and remaining until the end of class. Students who attend class regularly are more likely to earn higher grades.

**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 right away.

**Ask for assistance:** In a business, if you were uncertain about what to do, you would ask your boss for direction. In this class, ask the instructor for assistance.

**Exams & Quizzes:** The exams and quizzes will be based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive. The quizzes will be hands-on to demonstrate practical knowledge of software usage. The final exam will be in the question and answer format (not hands-on). Completing all the classwork, homework, and projects will be an immense help in completing the quizzes and final exam with a high score.

**Absences:** 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. Any assignments due at the beginning of class should be turned in online or at the start of the next class.

**Email:** Please use your UH email address for this course. Any information regarding the class will be sent to your UH email address, so check your email frequently. Email also the preferred method of contacting the instructor.

**Academic Dishonesty:** Academic dishonesty includes, but is not limited to, file sharing (giving or receiving files between students), more than one student working on the same file, and copying work in full or in part from another student or other sources such as the Internet. Any student caught cheating will automatically receive a 0 for the assignment. In addition, a report of the incidence will be filed, which may result in the student being expelled from the school. For more information, 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](mailto:lemke@hawaii.edu), or you may stop by Hale ‘Akoakoa 213 for more information.

## Course Content

Concepts	Skills
<p>1. Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).</p> <ul style="list-style-type: none"> <li>a. Common Concepts               <ul style="list-style-type: none"> <li>1) Editing.</li> <li>2) Formatting.</li> <li>3) Graphical objects.</li> <li>4) Tools such as spell check.</li> <li>5) Tables.</li> </ul> </li> <li>b. Spreadsheets               <ul style="list-style-type: none"> <li>1) Mathematical or financial analysis.</li> <li>2) “What if” analysis.</li> <li>3) Formulas and functions.</li> <li>4) Charts.</li> </ul> </li> <li>c. Word processing               <ul style="list-style-type: none"> <li>1) Documents such as memos, letters, reports, résumés, newsletters.</li> <li>2) Template documents.</li> </ul> </li> <li>d. Database               <ul style="list-style-type: none"> <li>1) Database structure.</li> <li>2) Logical models with queries, forms, and reports.</li> <li>3) Database integrity.</li> </ul> </li> <li>e. Presentation               <ul style="list-style-type: none"> <li>1) Slides, templates, background styles, graphics, photos.</li> <li>2) Animation and transition effects.</li> </ul> </li> <li>f. Web page design               <ul style="list-style-type: none"> <li>1) HTML, hyperlinks, images.</li> <li>2) Web publishing.</li> </ul> </li> <li>g. Application integration such as:               <ul style="list-style-type: none"> <li>1) Copy/cut-and-paste.</li> <li>2) Object linking.</li> <li>3) Embedding.</li> </ul> </li> </ul> <p>2. Utilize operating system interfaces to manage computing</p>	<p>1. Utilize the appropriate computer application(s) to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).</p> <ul style="list-style-type: none"> <li>a. Common Skills               <ul style="list-style-type: none"> <li>1) Create and edit a product.</li> <li>2) Apply formatting to enhance the effectiveness of a product.</li> <li>3) Solve problems using application programs.</li> <li>4) Choose the proper application software to solve a specific problem and/or produce a desired output.</li> <li>5) Insert and manipulate graphic objects and tables.</li> <li>6) Utilize common tools such as spell check.</li> </ul> </li> <li>b. Spreadsheet               <ul style="list-style-type: none"> <li>1) Create, edit, and format electronic spreadsheet using formulas and functions.</li> <li>2) Create charts to visually depict spreadsheet data.</li> <li>3) Utilize spreadsheet analysis to perform “what if” analysis.</li> </ul> </li> <li>c. Word processing               <ul style="list-style-type: none"> <li>1) Produce documents in a variety of formats.</li> <li>2) Produce a document using a template.</li> </ul> </li> <li>d. Database               <ul style="list-style-type: none"> <li>1) Utilize a database with queries and reports that display required data.</li> <li>2) Answer a question by querying and reporting data.</li> <li>3) Maintain (update) data currency.</li> </ul> </li> <li>e. Presentation               <ul style="list-style-type: none"> <li>1) Create and organize a variety of electronic slides</li> </ul> </li> </ul>

<p>resources effectively</p> <ol 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> </ol> <ol style="list-style-type: none"> <li>3. Extract and synthesize information from available Internet resources using intelligent search and discrimination       <ol style="list-style-type: none"> <li>a. Client/server.</li> <li>b. Internet applications.</li> </ol> </li> <li>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.       <ol 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> </ol> </li> <li>5. Describe ethical issues involved in the use of computing technology.       <ol style="list-style-type: none"> <li>a. Ethical issues and behavior regarding computer usage including copyright infringement, security and safety online.</li> <li>b. Social issues in relationship to technology use such as piracy, security intrusion, electronic and other misuses.</li> </ol> </li> </ol>	<p>using templates, background styles, graphics, photos, and animation effects.</p> <ol style="list-style-type: none"> <li>2) Organize content into succinct slide presentations.</li> </ol> <ol style="list-style-type: none"> <li>f. Web page design       <ol style="list-style-type: none"> <li>1) Create web pages that contain hyperlinks and images that are suitable for publication.</li> <li>2) Describe web publishing requirements.</li> </ol> </li> <li>g. Application integration: Copy, paste, and link content across applications.</li> </ol> <ol style="list-style-type: none"> <li>2. Utilize operating system interfaces to manage computer resources effectively.       <ol style="list-style-type: none"> <li>a. Demonstrate use of an operating system to perform file management.</li> <li>b. Differentiate the functions of system software versus application software.</li> </ol> </li> <li>3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.       <ol style="list-style-type: none"> <li>a. Use an Internet client to navigate and search the Internet.</li> <li>b. Refine online research techniques.</li> <li>c. Use and identify Internet communication programs (electronic mail, chat, bulletin boards, and discussion groups) to communicate effectively and send/receive attachments.</li> <li>d. Discriminate between web sites for reliability and validity of information.</li> </ol> </li> <li>4. Define, explain, and demonstrate proper computer 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.       <ol 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> </ol> </li> <li>5. Describe ethical issues involved in the use of computer technology.       <ol style="list-style-type: none"> <li>a. Discuss the ethical issues regarding computer usage including copyright infringement, security and safety online</li> </ol> </li> </ol>
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