ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
Effective date: Fall 2015
Credits: 3
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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

Course Alpha & No.	*CRN*	*Days*	*Time*	*Room*	*Dates*
ICS 100	60055	TR	10:00am - 11:15am	Palanakila 124	08/24-12/18
ICS 100	60114	TR	11:30am - 12:45pm	Palanakila 124	08/24-12/18

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

Concepts	Skills

1. Utilize the basic features of computer applications to communicate effectively (major content area).
May include the following:
  a. Common Concepts
    1. Editing.
    2. Formatting.
    3. Graphics.
    4. Tools such as spell check.
    5. Tables
  b. Spreadsheets
    1. Simple spreadsheets.
    2. Components and functions of spreadsheets.
  c. Word processing
    1. Simple documents.
    2. Formatting and editing functions.
  d. Database
    1. Database use.
    2. Components and functions of databases.
  e. Presentation
    1. Simple presentations.
    2. Slide design and layout.
    3. Transitions.
  f. Application integration
    1. Cut/copy and paste between programs.
    2. Multitasking.
2. Utilize operating system interfaces to manage computer resources effectively.
  a. Operating system.
  b. File management.
  c. Relationship between system software and application software.
  d. User interface.
3. Utilize online resources for research and communication.
  a. Internet applications.
  b. Online resources.
4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
  a. Computer literacy concepts and terminology.
  b. Computer hardware components, their functions, and upgrades.
  c. Software and software updates.
5. Describe ethical issues involved in the use of computer technology.
  a. Ethical issues and behavior regarding computer usage.
  b. Copyright infringement.
  c. Security and safety online.
  d. Social issues in relationship to technology.
  e. Piracy
  f. Security intrusion.
  g. Electronic and other misuses
	1. Utilize the basic features of computer applications to effectively communicate (major content area)
	May include the following:
	  a. Common Skills
	    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
	    1. Create a simple worksheet within a workbook.
	    2. Navigate through cells and rows.
	  c. Word processing
	    1. Produce simple documents such as memos, letters, reports, and flyers.
	  d. Database
	    1. Use a database to create a table, form, and/or report.
	    2. Identify field names, data types, and field properties.
	  e. Presentation
	    1. Create a simple presentation using slide design and layout.
	  f. Application integration
	    1. Cut/copy and paste across applications.
	2. Utilize operating system interfaces to manage computer resources effectively.
	  a. Demonstrate use of an operating system to manage files.
	  b. Differentiate the functions of system software versus application software.
	3. Utilize online resources for research and communication.
	  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.
	4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications. .
	  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 involved in the use of computer technology. .
	  a. Discuss the ethical issues regarding computer usage including copyright infringement, security

	and safety online.
	b. Describe regulations and laws that affect computer technology.

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.	1c-d. Internet	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	1c-d. Internet	9. Ethics	5. Final Presentation	Research lecture, Library lecture

ASSESSMENT, TASKS, AND GRADING

Course Content	*Percent of Final Grade*
Assignments – There will be numerous *In-class Assignments* that will be administered throughout the semester. The *Assignments* will account for **40%** of your final grade. *All Assignments must be completed by the assigned due dates posted on the course schedule.*	40%
Projects: There will be a total of *6 Projects* assigned in this course. Projects will account for **35%** of your final grade. *All projects must be completed by the assigned due dates posted on the course schedule.*	35%
Simnet: 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 second week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for **25%** of your final grade. *All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.*	25%

Total	*100%*

Grading

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

Grade	Percentage Points
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

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*.

Incompletes & N grades

No *Incompletes* or *N grades* will be given in this course. You must take responsibility to complete the course or withdrawal.

IMPORTANT DATES

- August 24, 2015 - *First Day of Instruction*
- September 7, 2015 - *HOLIDAY - Labor Day*
- September 14, 2015 - *Last day to withdraw without a "W" grade*
- October 30, 2015 - *Last day to with a "W" grade*
- November 11, 2015 - *HOLIDAY - Veterans' Day*
- November 26, 2015 - *HOLIDAY - Thanksgiving Day*
- December 10, 2015 - *Last Day of Instruction*

LEARNING RESOURCES

SIMnet 2013 – In Practice Office ($126)

Simnet is an online course management system that includes tutorials, lessons and exams. A Simnet access code must be purchased by the second week of instruction. The access code can be purchased at the WCC bookstore, but it is significantly cheaper to purchase the code online from the following link below. *Important Note: The Simnet lessons and exams will account for 25% of your Final Grade*. 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 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
The assignments, projects, and Simnet activities for this course were designed to be completed using a PC and MS Office 2013. *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
The majority of the class projects and assignments should be completed using Microsoft Office 2013. You may complete the assignments and projects using different versions of MS (e.g. 2010, 2011). *If you choose to do so, you will be responsible for accessing the proper learning materials to complete the required course work.*

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

Late Work Policy
Late work will not be accepted. All Course Work must be completed by the assigned due dates. *Exceptions will be made at the discretion of the instructor in the event of unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester.*

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.

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.

A NOTE FROM THE INSTRUCTOR

Please feel free to contact me anytime 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, phone, and online appointments. In addition, you may contact me if there are *unforeseen circumstances (e.g. illness, housing, death in family)* that may occur during the semester. 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.

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 **unless** you create another 6+character password
WCC's Website	http://www.wcc.hawaii.edu or http://windward.hawaii.edu
Laulima	https://laulima.hawaii.edu
Simnet	http://windwardcc.simnetonline.com
Library Learning Commons	http://library.wcc.hawaii.edu/