# ICS100 – Computing Literacy & Applications

3 Credits
MW 1:00-2:15 pm

**INSTRUCTOR**:      Laura Sue
**OFFICE**:      Hale Palanakila 119A
**OFFICE HOURS**:      Mondays & Wednesdays 2:30-5:00 pm in Hale Palanakila 124
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**EFFECTIVE DATE**:      Spring 2015

## 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 Oʻahu's Koʻolau 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.
**Recommended Preparation:** ENG 22 and MATH 22 or higher.

## Student Learning Outcomes

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 Tasks and Student Learning Outcomes Alignment

| Student Learning Outcomes | SIMnet Lessons and exams | Classwork | Projects |
|---|---|---|---|
| Utilize the basic features of computer applications to communicate effectively (major content area) | All SIMnet lessons and exams | All classwork assignments | Research project |
| Utilize operating system interfaces to manage computer resources effectively. | Computer Basics lessons | File management | File management project |
| Utilize online resources for research and communication. | Internet lessons | | Research project |
| Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications. | All SIMnet lessons and exams | | |
| Describe ethical issues involved in the use of computer technology | Internet lessons | Ethics assignment | |

## Assessment Tasks and Grading

| Assignments | Percentage of Total |
|---|---|
| SIMnet Lessons and Exams | 30% |
| Classwork | 40% |
| Projects | 30% |
| **GRAND TOTAL** | **100%** |

Final 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):

- o Windows Computers (one of the following)
    - o Microsoft Office Professional 2007/2010/2013
    - o Microsoft Office Student & Family 2007/2010/2013 & use of Microsoft Access 2007/2010/2013
- o Apple Computers (one of the following)
    - o Microsoft Office 2011 & use of Microsoft Access for Windows
    - o 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

**SIMnet 2013 – In Practice – Office**: https://windwardcc.simnetonline.com/sp/

## 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.

**Absences**: Students who are ill or have other reasons for missing class should email the instructor for an excused absence. The student is responsible for 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.

**Late work**: Assignments may be submitted up to one week late for an automatic penalty of 10%.  No assignments will be accepted after **Wednesday, May 6, 2015**, the last day of instruction for Spring 2015.

**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 is 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, or you may stop by Hale 'Akoakoa 213 for more information.

## Course Content

| Concepts | Skills |
|---|---|
| 1. Utilize the basic features of computer applications to communicate effectively (major content area).<br>May include the following:<br>  a. Common Concepts<br>    1. Editing.<br>    2. Formatting.<br>    3. Graphics.<br>    4. Tools such as spell check.<br>    5. Tables<br>  b. Spreadsheets<br>    1. Simple spreadsheets.<br>    2. Components and functions of spreadsheets.<br>  c. Word processing<br>    1. Simple documents.<br>    2. Formatting and editing functions.<br>  d. Database<br>    1. Database use.<br>    2. Components and functions of databases.<br>  e. Presentation<br>    1. Simple presentations.<br>    2. Slide design and layout.<br>    3. Transitions.<br>  f. Application integration<br>    1. Cut/copy and paste between programs.<br>    2. Multitasking.<br>2. Utilize operating system interfaces to manage computer resources effectively.<br>  a. Operating system.<br>  b. File management.<br>  c. Relationship between system software and application software.<br>  d. User interface.<br>3. Utilize online resources for research and communication.<br>  a. Internet applications. | 1. Utilize the basic features of computer applications to effectively communicate (major content area)<br>May include the following:<br>  a. Common Skills<br>    1. Create, edit, save, and print a product.<br>    2. Apply basic formatting to enhance the effectiveness of a product.<br>    3. Insert and manipulate graphic objects and tables.<br>    4. Utilize common tools such as spell check.<br>  b. Spreadsheet<br>    1. Create a simple worksheet within a workbook.<br>    2. Navigate through cells and rows.<br>  c. Word processing<br>    1. Produce simple documents such as memos, letters, reports, and flyers.<br>  d. Database<br>    1. Use a database to create a table, form, and/or report.<br>    2. Identify field names, data types, and field properties.<br>  e. Presentation<br>    1. Create a simple presentation using slide design and layout.<br>  f. Application integration<br>    1. Cut/copy and paste across applications.<br>2. Utilize operating system interfaces to manage computer resources effectively.<br>  a. Demonstrate use of an operating system to manage files.<br>  b. Differentiate the functions of system software versus application software.<br>3. Utilize online resources for research and communication.<br>  a. Navigate and search the Internet.<br>  b. Identify and/or use Internet communication |

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

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. .