ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
Effective date: Spring 2015
Credits: 3
CRN: 63023
Class times and days: Online Asynchronous
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Office hours: Online (*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

Course Alpha & No.	CRN	Days & Time	Room	Dates
ICS 100	63023	Online Asynchronous	WWW	01/12-05/15

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).	1. Utilize the basic features of computer applications to effectively communicate (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

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	Discussions	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	All discussions	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, 5. Final Presentation	9. Cloud computing	Basics 1.2 - 1.4, Research 3.1-3.3
Utilize online resources for research and communication.		7. Counting calories	4. Google Blog, 5. Final Presentation	All discussions	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	All discussions	Presentations 5.1-5.2
Describe ethical issues involved in the use of computer technology			5. Final Presentation	All discussions	Research lecture, Library lecture

ASSESSMENT, TASKS, AND GRADING

Course Content	*Percent of Final Grade*
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 **32%** of your final grade. *All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.*	32%
Projects: There will be a total of *5 Projects* assigned in this course. Projects will account for **30%** of your final grade. *All projects must be completed by the*	30%

assigned due dates posted on the course schedule.	
Assignments – There will be various *Assignments* administered throughout the semester. The *Assignments* will account for **22%** of your final grade. *All Assignments must be completed by the assigned due dates posted on the course schedule.*	22%
Discussions: There will be various online *Discussions* on ethics and technology posted in Laulima. The *Discussions* will account for **16%** of your final grade. *All discussions must be submitted by the due dates posted on the course schedule.*	16%
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

Course work Due Dates
The *due dates* for all of the course work will fall on the Thursday of each week. The *Final Project will be due on Wednesday 5-14-15.*

Late Work Policy
All assignments, projects, Laulima discussions, 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.*

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

Attendance & Active Participation
Attending class regularly is essential to succeeding in this course. For distance learning sections, attendance is checking into Laulima at least once a week and completing the required work for the week. *Students who are bordering in-between grades will automatically be given the higher grade if they have been actively participating in the Laulima discussions and have shown a regular presence in the Laulima.*

MySuccess Tool
At Windward community college we want every student to be successful. MySuccess is a system wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you're having difficulty in my class within the first few weeks of the semester (e.g. missing class, missing assignments, or low test scores) and working together to address your challenges

shows that you would really benefit from being connected to resources outside of the classroom, I may refer you to your assigned counselor. Once referred, MySuccess will:

1. *Call you and send an email to your Hawaii.edu account to let you know about my referral; and*

2. *Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.*

I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well this semester as your success is important to me.

IMPORTANT DATES

- January 12, 2015 – *First Day of Instruction*
- January 19, 2015 – *HOLIDAY – Dr. Martin Luther King Jr. Day*
- February 16, 2015 – *HOLIDAY – Presidents' Day*
- March 23-27, 2015 – *SPRING BREAK*
- May 6, 2015 – *Last Day of Instruction*

LEARNING RESOURCES

SIMnet 2013 – In Practice Office ($120)
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 32% 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, discussions, and projects will be posted and administered through Laulima. https://laulima.hawaii.edu/portal. Laulima will also be used for administering class *Announcements* that will list the assigned course work for each class session. 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 are 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
You must have access to Microsoft Office 2013 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, 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 **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/