

## ICS 100 – COMPUTING LITERACY AND APPLICATIONS

**Instructor:** Michael Kato

**Effective date:** Fall 2016

**Credits:** 3

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**Office hours:** TBA

### 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.*

### CATALOGUE 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 &amp; Time</i>	<i>Room</i>
ICS 101	63045	08/22-12/16	Palanakila 124

### 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 and security issues involved in the use of computing technology.

### ASSIGNMENT AND STUDENT LEARNING OUTCOMES ALIGNMENT

<b>Student Learning Outcomes</b>	<b>MyITLab</b>	<b>Assignments</b>	<b>Projects</b>
Utilize the basic features of computer applications to communicate effectively (major content area).	X	X	X
Utilize operating system interfaces to manage computer resources effectively.	X	X	X

Utilize online resources for research and communication.	X	X	X
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.	X	X	X
Describe ethical issues involved in the use of computer technology.	X	X	X

### ASSIGNMENTS, TASKS, AND GRADING

<i>Course Content</i>	<i>Percent of Final Grade</i>
<b>MyITLab:</b> MyITLab is an online interactive course management system that will be used extensively in this course. The MyITLab simulations and exams will account for <b>32%</b> of your final grade. <b><i>Late submissions of the MyITLab simulations will be deducted by 15% after the posted due date.</i></b>	<b>32%</b>
<b>Projects:</b> There will be a total of 4 <i>Projects</i> administered throughout the semester. The <i>Projects</i> will account for <b>32%</b> of your final grade. <i>All Projects in Laulima will automatically lock and close by the assigned due dates. <u>Late submissions for Projects will not be accepted.</u></i>	<b>32%</b>
<b>In-class Assignments:</b> There will be numerous In-class Assignments that will be administered throughout the semester. The <i>In-class Assignments</i> will account for <b>36%</b> of your final grade. <i>All discussions in Laulima will automatically lock and close by the assigned due dates. <u>Late submissions for In-Class Assignments will not be accepted.</u> All In-Class Assignments must be submitted by the posted due dates.</i>	<b>36%</b>
<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

### 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 22, 2016 - *First Day of Instruction*
- September 5, 2016 - *HOLIDAY - Labor Day*
- September 12, 2016 - *Last day to withdraw without a "W" grade*
- November 3, 2016 - *Last day to with a "W" grade*
- November 8, 2016 - *HOLIDAY - Election Day*
- November 11, 2016 - *HOLIDAY - Veterans' Day*
- November 24, 2016 - *HOLIDAY - Thanksgiving Day*
- December 8, 2016 - *Last Day of Instruction*

## LEARNING RESOURCES

### **MYIT Lab**

MyITLab is an online course management system that will include simulations, exams, grader projects and various learning resources. You be issued a MyITLab access code from your instructor during the second week of instruction. The procedures for registering will be covered during the second week of the course.

**Important Note:** *You will be part of a MyITLab pilot program that will be happening only for this semester. The terms of the program mean that you will be getting an access code **totally free**. The access code normally costs \$121. If there there any glitches within the program, the college asks for your patience and that you forward the any glitches/inconsistencies to Pearson products at **1-844-292-7016**.*

**Laulima:** Laulima is an online course management system and will be used extensively in this course. The class schedule, assignments, 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**

This course is designed to be completed using a PC. **Important Note:** *Although it is possible to complete this course using a Mac, technical support for Mac users will be available on a limited basis.*

### **Required Software**

The majority of the assigned work for this course focuses using the software applications in Microsoft Office 2013 or above. **Important Note:** If you do not have a copy of the Microsoft Office Software, you [\*\*click here to download free version of Office 365 that is available to WCC students.\*\*](#)

## 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. **Important Note:** *Although it is possible to complete this course using a Mac, technical support for Mac users will be available on a limited basis.* (<http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm>)

## POLICIES

### Late Work Policy

All Course Work must be completed by the assigned due dates. (See **Assignments, Tasks, Grades on Page 2**).

*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](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.

**Important 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, over the phone, and through online appointments. You may also 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 Lulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Lulima	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>
Lulima	<a href="https://lulima.hawaii.edu">https://lulima.hawaii.edu</a>
MyITLab	<a href="http://windwardcc.MyITLab.online.com">http://windwardcc.MyITLab.online.com</a>
Library Learning Commons	<a href="http://library.wcc.hawaii.edu/">http://library.wcc.hawaii.edu/</a>