

ICS 101 – DIGITAL TOOLS FOR THE INFORMATION WORLD

Instructor: Michael Kato

Effective date: Fall 2016

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.

CATALOGUE DESCRIPTION

ICS 101 Computing Literacy and Applications (3)

Fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. (3 hr. lecture).

ICS 100 CLASSES AND TIMES

<i>Course Alpha & No.</i>	<i>CRN</i>	<i>Days & Time</i>	<i>Room</i>
ICS 101	63078	08/22-12/16	Online

STUDENT LEARNING OUTCOMES

1. Utilize the appropriate computing applications to produce professional documents, spreadsheets presentations, databases, and web pages for effective communication (major content area).
2. Utilize operating system interfaces to manage computing resources effectively and securely.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
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.
5. Describe ethical and security issues involved in the use of computing technology.

ASSIGNMENT AND STUDENT LEARNING OUTCOMES ALIGNMENT

Student Learning Outcomes	MyITLab	Assignments	Discussions
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Utilize the appropriate computing applications to produce professional documents, spreadsheets presentations, databases, and web pages for effective communication (major content area).	X	X	
Utilize operating system interfaces to manage computing resources effectively and securely.	X	X	
Extract and synthesize information from available Internet resources using intelligent search and discrimination.	X	X	X
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.	X	X	X
Describe ethical and security issues involved in the use of computing technology.	X	X	X

ASSIGNMENTS, TASKS, AND GRADING

<i>Course Content</i>	<i>Percent of Final Grade</i>
MyITLab: MyITLab is an online interactive course management system that will be used extensively in this course. You will need to purchase a MyITLab access code by the second week of instruction in order to complete weekly simulations. The MyITLab simulations and exams will account for 55% of your final grade. <i>Late submissions of the MyITLab simulations will be deducted by 15% after the posted due date.</i>	55%
Projects: There will be various Projects administered throughout the semester. The <i>Assignments</i> will account for 25% of your final grade. <i>All discussions in Laulima will automatically lock and close by the assigned due dates. <u>Late submissions for Assignments will not be accepted.</u></i>	25%
Discussions: There will be a total of 5 <i>Discussions</i> posted in Laulima throughout the semester. The <i>Discussions</i> will account for 20% of your final grade. <i>All discussions in Laulima will automatically lock and close by the assigned due dates. <u>Late submissions for Discussions will not be accepted.</u> All Discussions must be submitted by the posted due dates.</i>	20%
Total	100%

Grading

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

<i>Grade</i>	<i>Percentage Points</i>
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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. For distance learning courses, attendance consists of checking into *Laulima* at least once a week and completing the required weekly assignments. *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 (\$95 approximate)

MyITLab is an online course management system that will include simulations, exams, grader projects and various learning resources. You will need to purchase a MyITLab access code during the first week of instruction. A MyITLab access code can be purchased online for approximately \$95 online. The procedures for registering will be covered during the second week of the course. MyITLab access codes can also be purchased through the WCC bookstore, but it is significantly cheaper to purchase the code online. **Important Note:** *You will need to purchase the MyITLab to successfully complete this course. The MyITLab s will account for 50% of your Final Grade.*

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, 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 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
MyITLab	http://windwardcc.MyITLab online.com
Library Learning Commons	http://library.wcc.hawaii.edu/