

# ICS 101 – Digital Tools for the Information World

3 Credits  
Distance Learning

**INSTRUCTOR:** Laura Sue  
**OFFICE:** Hale Palanakila 119A  
**OFFICE HOURS:** Mondays 2:30-4:00 pm & Wednesdays 10:00-11:30 am in Hale Palanakila 122  
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**EFFECTIVE DATE:** Fall 2016

## 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

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. lect).

*Recommended Preparation:* 1 yr. high school algebra or equivalent.

## 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.

## Course Tasks and Student Learning Outcomes Alignment

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

## Assessment Tasks and Grading

**MyITLab:** In this course we will be using Pearson's MyITLab tool as our digital textbook. You can purchase an access code from the WCC bookstore or directly through MyITLab.

**Learning Exercises:** The Learning Exercises for Microsoft Office will be simulations that you will complete in MyITLab. For other topics, there will be videos/presentations that you will following with and either submit a file or answer some questions. These Learning Exercises are to help you learn the various skills or concepts of the topics we are covering.

**Homework Assignments:** The Homework Assignments for Microsoft Office will be Simulation Quizzes or End of Chapter Quizzes in MyITLab. Other topics will have a set of instructions for you to complete with a file to submit, or questions to answer.

**Microsoft Office Projects:** These projects are designed to give you hands-on practice with the Microsoft Office applications. There will be one project per application (Word, PowerPoint, Excel, and Access).

**Research Project:** One of the objectives for this course is to give you experience in extracting and synthesizing information from online resources. This project will allow you the chance to gather some research and then use the skills you've learned to create a presentation.

**Final Exam:** The Final Exam will be comprehensive, and presented in the question and answer format (not hands-on). Completing all the previous assignments throughout the course will be an immense help in completing the Final Exam with a high score.

All assignments will be due on **Sunday nights at 11:55 pm.**

Assignments	Points	Percentage of Total
Learning Exercises	50	10%
Homework Assignments	200	40%
MS Office Projects	150	30%
Research Project	25	5%
Final Exam	75	15%
<b>GRAND TOTAL</b>	<b>500</b>	<b>100%</b>

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** (for MS Office Projects, available on computers on campus):

- Windows Computers (one of the following)
  - Microsoft Office Professional 2007/2010/2013/2016
  - Microsoft Office Student & Family 2007/2010/2013/2016 & use of Microsoft Access 2007/2010/2013/2016
- Apple Computers (one of the following)
  - Microsoft Office 2011/2016 & use of Microsoft Access for Windows
  - Microsoft Office Professional 2007/2010/2013/2016 running on a Windows partition such as Boot Camp or Parallels (requires Windows to also be installed)

**Microsoft Access:** Please note that Microsoft Access is not included in all versions of Office, and is not available at all for Macs. If you do not have Microsoft Access on your computer, you will need to find an alternate computer to work on for that project. The software is available on all Windows computers at Windward Community College.

**MyITLab:** <https://portal.mypearson.com>

**Laulima:** <https://laulima.hawaii.edu>

## 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:

**Time-management:** Since this is a distance learning class, it will be up to you to schedule enough time to complete the lessons each week. Don't wait until the last minute to complete assignments. This is true in almost any class, but can be more of a challenge since there are no physical meetings.

**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.

**Late work:** Assignments may be submitted up to one week late for an automatic penalty of 10%. No assignments will be accepted after **Thursday, December 8, 2016**, the last day of instruction for Fall 2016.

**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.

## MySuccess

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 assignments, or low 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:

- Call you and send an email to your hawaii.edu account to let you know about my referral; and
- 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.

## 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.

## Tentative Schedule

<b>Week</b>	<b>Topic</b>
Week 1 8/21/2016	Introduction to ICS 101, ACM Code of Ethics, Time Management
Week 2 8/28/2016	Email, Computer Basics, File Management
Week 3 9/4/2016	Word
Week 4 9/11/2016	Word
Week 5 9/18/2016	Word
Week 6 9/25/2016	Excel
Week 7 10/2/2016	Excel
Week 8 10/9/2016	Excel
Week 9 10/16/2016	Access
Week 10 10/23/2016	Access
Week 11 10/30/2016	PowerPoint, Information Literacy
Week 12 11/6/2016	PowerPoint
Week 13 11/13/2016	PowerPoint
Week 14 11/20/2016	HTML, Ethical Issues
Week 15 11/27/2016	HTML
Week 16 12/4/2016	HTML, Research Project
Finals Week 12/11/2016	Final Exam

Please note that the schedule may change as necessary

## Course Content

### Concepts Covered:

1. Functions of an operating system and difference between an operating system and application software.
2. Various types of application software, their functions, and how to use effectively and efficiently.
3. Information Literacy: which online search tools to use for particular types of information, evaluating online information for validity and accuracy.
4. Computing terms in areas such as hardware, software, communications.
5. Ethical and security issues involved in computing.

### Skills covered in this course:

1. Use an operating system effectively & efficiently.
  - a. File management: Copy, move, delete, rename files, organize files in folders.
2. Utilize the appropriate computing applications efficiently to produce professional documents, spreadsheets, presentations, databases, and web pages.
  - a. Common skills: copy, cut, paste, edit, formatting, image manipulation.
  - b. Spreadsheets: Create formulas using cell references, use functions efficiently, create charts, perform what if analysis, and other tools for efficient processing of numbers and data.
  - c. Word processing: Produce documents of various formats, use word processing to efficiently format a research paper, and other documents.
  - d. Database: Create and use forms to effectively input and update data, use queries and reports to produce information.
  - e. Web page: Create a simple webpage that contains links and images.
3. Find and evaluate information online.
  - a. Use search engines, periodical indexes and other search tools.
  - b. Properly cite information and produce a bibliography efficiently with word processing tools.