ICS 100 Computing Literacy and Applications

Instructor: Michael Kato
Effective date: Spring 2016
Credits: 3
CRN: 61020
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Office hours: Mon & Wed 11:00am-11:30am | Mon & Wed 1:00pm-2:30pm

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

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 DAYS AND TIMES

Course Alpha & No.	CRN	Days	Time	Room	Dates
ICS 100	61020	MW	11:30am - 12:45pm	Palanakila 124	1/11/16 – 5/13/16

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 and security issues involved in the use of computing technology.

COURSE CONTENT

Concepts	Skills
1. Utilize the basic features of computer applications to communicate effectively (major content area). May include the following:	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

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	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, 4. Google Blog, 5 Google site, 6. Final Presentation	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, 4. Google Blog, 5 Google site, 6. Final Presentation	Basics 1.2 -1.4, Research 3.1-3.3
Utilize online resources for research and communication.	1c-d. Internet	10. Counting calories	6. Final Presentation	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	Presentations 5.1-5.2
Describe ethical and issues involved in the use of computing technology	1c-d. Internet	9. Ethics	6. Final Presentation	Research lecture, Library lecture

ASSESSMENT, TASKS, AND GRADING

Course Content	Percent of Final Grade
Assignments – There will be numerous *In-class Assignments* that will be administered throughout the semester. The *Assignments* will account for **40%** of your final grade. *All Assignments must be completed by the assigned due dates posted on the course schedule.*	40%
Projects: There will be a total of *6 Projects* assigned in this course. Projects will account for **35%** of your final grade. *All projects must be completed by the assigned due dates posted on the course schedule.*	35%
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 **25%** of your final grade. *All Simnet lessons and exams must be completed by the assigned due dates posted on the course schedule.*	25%
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

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.

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 11, 2016 - *First Day of Instruction*
- January 18, 2016 - *HOLIDAY – DR. Martin Luther King Day*
- February 1, 2016 - *Last day to withdraw without a "W" grade*
- February 15, 2016 - *HOLIDAY – Presidents' Day*
- March 21-25, 2016 – *SPRING BREAK*
- March 29, 2016 - *Last day to with a "W" grade*
- May 4, 2016 - *Last Day of Instruction*
- May 9-12, 2016 – *EXAM PERIOD*

LEARNING RESOURCES

SIMnet 2013 – In Practice Office (approximately $109-$128)
Simnet is an online course management system that includes tutorials, lessons and exams. You will need to purchase an access code to fully succeed in this course. A Simnet access code must be purchased by the second week of instruction. *We will cover how to purchase an access code in the 2nd week of the course.* The access code can be purchased at the WCC bookstore, but it may cost more than the prices listed above.

Important Note: Please wait until the 2nd week of the course before purchasing an access code. We will discuss the different methods and scenarios for purchasing an access code during that time. The Simnet lessons and exams will account for 25% 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 projects, 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 & Required Software
The assignments, projects, and Simnet activities for this course are designed to be completed using a PC and MS Office 2013 (or newer).

Free Download: If you do not have the software, click here for a free download of Office 365 which is available to WCC students. The software is available on both PC and Mac formats.

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

Late Work Policy
All Course Work must be completed by the assigned due dates. *Late work will not be accepted*. If you are late in submitting any course work, there will be extra-credit opportunities posted throughout the semester to make up for lost points or to add insurance points toward your final grade.

Important Note: *Exceptions for accepting late work 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.*

Cell Phone Policy
Please be respectful toward your classmates and instructor by turning off your cell phones or putting them on vibrate mode. If you absolutely need to use your cell phone, please be respectful and take your outside of the class to conduct your conversations.

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 do not hesitate in contacting 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, phone, and online appointments. In addition, *please* contact me during the semester if there are *unforeseen circumstances (e.g. illness, housing, death in family)* that may occur. You are a member of the WCC Ohana and your well-being is of the utmost importance. 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
Simnet	http://windwardcc.simnetonline.com
Library Learning Commons	http://library.wcc.hawaii.edu/