

ICS 100 – Computing Literacy and Applications

Instructor: Michael Kato

Effective date: Fall 2017

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.*

ICS100 Classes & Times

<i>Course Alpha & No.</i>	<i>CRN</i>	<i>Daye & Time</i>	<i>Room</i>	<i>Dates</i>
ICS 100	61069	MW 1:00pm-2:15pm	Palanakila 124	08/21-12/15

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

Student Learning Outcomes	Simnet	Assignments	Projects
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>
Simnet: Simnet is an online interactive course management system that will be used extensively in this course. The Simnet simulations and exams will account for 48% of your final grade. <i>All Simnet lessons and exams must be completed by the assigned due dates.</i>	48%
Weekly Assignments: There will be Weekly Assignments that will be administered throughout the semester. The Weekly Assignments will account for 42% of your final grade. The Weekly Assignment will automatically lock and close by the assigned due dates. <i>Late submissions will not be accepted.</i>	42%
Final Project: There will be a Final Project administered that you will present to the class at the end of the semester. The Final Project will account for 10% of your final grade. <i>Late submissions for Project will not be accepted.</i>	10%
Total	100%

Grading

Your Final Grade will be calculated from a 100-point grading system.

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. **Important Note:** *At the end of the semester, students bordering in-between grades will automatically be given the higher*

grade if they have attended class regularly and have been actively participating during class discussions.

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 21, 2017 - *First Day of Instruction*
- September 4, 2017 - *HOLIDAY - Labor Day*
- September 12, 2017 - *Last day to withdraw without a "W" grade*
- October 30, 2017 - *Last day to with a "W" grade*
- November 10, 2017 - *HOLIDAY - Veterans' Day*
- November 23, 2017 - *HOLIDAY - Thanksgiving Day*
- December 7, 2017 - *Last Day of Instruction*

Learning Resources

Simnet

Simnet (\$90 approximate)

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 1st week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for 48% of your final grade. [The access code may be purchased online](#) or from the WCC bookstore. [Please keep in mind that you will save approximately \\$20 by purchasing the code online.](#)

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 2016 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

Cell Phones

Out of courtesy for the class, please turn off all cell phones or put them on vibrations mode. If you need to make a call, please take your conversation outside of the class.

Food in the lab

Please do not eat food in the lab. Computers have been damaged in the past from food being consumed in the lab.

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

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](http://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.

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
Library Learning Commons	http://library.wcc.hawaii.edu/