



UNIVERSITY of HAWAII\*  
**WINDWARD**  
COMMUNITY COLLEGE

**ICS 100 (CRN 61037)**  
**Computing Literacy and Applications (3 credits)**  
**Fall 2017 (21 August 2017 ~ 15 December 2017) – Online**

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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.*

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### **Class Details**

**INSTRUCTOR:** *John Oshiro*

**OFFICE:** Hale Alaka'i, Rm 131

**OFFICE HOURS:** TBA

**TELEPHONE:** 808-236-9290

**EMAIL:** oshiroje@hawaii.edu

**Office Hours:** I will release office hours during the first week of class via the laulima site. If you need to meet with me outside of the scheduled hours, let me know via email and we can schedule other meeting times. You can reach me during the day at 236-9290 OR 542-6541, please leave a message if I do not answer. You can also reach me via e-mail (given above). On all correspondence, please add the phrase "ICS 100" to the subject line. I endeavor to answer all emails within 24 hours during the regular work week.

**Key Dates:** **Last Day to withdraw without a "W":** 12 September 2017

**Last Day to Withdraw with a "W":** 30 October 2017

**Last Day of Instruction:** 7 December 2017

**Finals Week:** December 9 ~ December 15 2017

**Holidays:**

Labor Day – 4 September 2017

Veterans Day – 10 November 2017

Thanksgiving – 23 November 2017

Non-Instructional Day – 24 November 2017

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### **ICS 100 Course Details**

Welcome to the online version of ICS 100. In this course you will be working generally on your own, from your remote location; there is no face to face "class time". This offers a lot of freedom and flexibility to work the lessons on your schedule. However, this requires that students be pro-active and disciplined in keeping with the proposed schedule and due dates. As communication will be asynchronous, it is important for students to communicate early and often. Communications between student and teacher will be primarily by email, but phone calls or (scheduled) meetings are possible.

**Course Description:** 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, and communications. (3 hours lecture). Recommended Preparation: Credit in both ENG 22 or ENG 23 and Math 22, 24, 25, 26, 28, 29, 75X or higher.

**Student Learning Outcomes:** The student learning outcomes for the course are:

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.

### ASSESSMENT TASKS, GRADING, AND SUBMISSION POLICIES

**Course Outline:** Course grading breaks down as follows: (*No plus or minus grades given, no "rounding"*)

Final	15 %
Projects (3x)	30 %
SimNet	55 %

90% - 100 %	"A"
80% - 89%	"B"
70% - 79%	"C"
60% - 69%	"D"
59% & below	"F"

**Exams format:** The final (which is cumulative) will include short answer and true/false type questions. The questions will be based on material presented/covered online (Simnet). This can include questions that require math calculations and possible drawings. It will be administered via laulima.

**Projects:** There are 3 projects that will be released during this class – they will be placed on laulima site and will be in the schedule. These projects will be based on material covered in the Simnet training.

**Returns:** The instructor endeavors to return all graded assignments to the students within two weeks of receipt (most times its less than 1). Exams may take up to 2 weeks to grade and return.

**Late Policy:** If a student will miss a deadline or due date due to work, deployment, medical or personal problems, etc., they **MUST** notify the instructor ahead of time. All missed deliverables will be given a grade of zero, unless prior arrangements are made with the instructor. This should NOT be a common occurrence.

**Incompletes:** No *Incompletes* or *N* grades will be given except in the most extreme of emergencies (at the Instructor's discretion – e.g.: death in the family).

**Access:** You should be logging into Laulima at least once a week and completing the required weekly assignments. It is possible to get ahead, but you should still endeavor to log in at least weekly. Students bordering on in-between grades will be given the higher grade if in the opinion of the instructor have been showing a regular presence on the laulima system.

## COURSE PLAN

**Schedule** A schedule of assignments and due dates will be posted during the first week of class on the Laulima site.

**Handouts:** There may be various handouts given to students during the semester. These items will be emailed and posted to Blackboard. These handouts cover material that could be covered on an exam.

## LEARNING RESOURCES

### **Simnet (\$90 approximate) (<https://windwardcc.simnetonline.com/sp/>)**

Simnet is an interactive online course management system that will include simulations, and simulation exams. You will need to purchase a Simnet access code during the first week of instruction. A Simnet access code can be purchased online; you may also purchase it at the WCC bookstore, but it is significantly cheaper to purchase the code online. *Important Note:* You will need to purchase the Simnet to successfully complete this course. The Simnet will account for XX% 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

**Required software and System.** This course was designed to be completed using a PC. However, it is possible to complete the course using a Mac. It is important to note that technical support for Mac users will be available only on a limited basis. The majority of the assigned work for this course focuses on using the software applications in Microsoft Office 2013 or above. You can download free versions of Office 365 (available to WCC students) through special programs with Microsoft – contact the instructor or the WCC bookstore if you wish to avail yourself of this. Windward Community College also provides computers for your use in the library, lab, and in specific areas in Palanakila.

### Quick Links:

<b>Windward Community College</b>	<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>
<b>WCC account activation (to use local systems)</b>	<a href="https://accounts.wcc.hawaii.edu/secure/index.php">https://accounts.wcc.hawaii.edu/secure/index.php</a>
<b>Laulima</b>	<a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a>
<b>Simnet</b>	<a href="https://windwardcc.simnetonline.com/sp/">https://windwardcc.simnetonline.com/sp/</a>
<b>Library Learning Commons</b>	<a href="http://library.wcc.hawaii.edu">http://library.wcc.hawaii.edu</a>
<b>WCC (Map)</b>	<a href="https://windward.hawaii.edu/About_WCC/Campus_Map.php">https://windward.hawaii.edu/About_WCC/Campus_Map.php</a>
<b>WCC Calendar of Events</b>	<a href="https://windward.hawaii.edu/Calendar/">https://windward.hawaii.edu/Calendar/</a>

## Instructor Expectations and Principles:

- 1) It is your personal responsibility as an online student to ensure that you have an access to a reliable computer with the Internet connection.
- 2) It is the burden of the student to demonstrate mastery of course material to the instructor.
- 3) If you are having problems – ask! Don't let confusion grow. I will assist you as needed, but you still must get the correct solution before you get credit – I will not do your thinking for you.
- 4) You can work with others, BUT, ensure you must submit your own work - do not “work together” on a solution then make copies for each person to turn in. If you “work together” to gain understanding, ensure you separate before you prepare your submission – if the submissions look too similar you may be asked to prove that it is your work.
- 5) Don't let other students copy – it is your responsibility to ensure that your work is not made available to others. Academic dishonesty “F”s often times comes in pairs.
- 6) Any activity that diminishes the instructor's ability to analyze and rate a student's individual knowledge of course material is prohibited.
- 7) Complete assignments on time. Assignments should be professional and meet the highest standards with regards to: logic, research, and content, grammar, and spelling.
- 8) Be prepared for tests and exams. This can be accomplished by working all assignments and reading ahead.
- 9) Think before putting pen to paper (or fingers to keyboard). Analysis is key; thinking and understanding prior to attempting to solve a problem is critical.
- 10) Time goes by very quickly and there is a lot of work to be accomplished. You will likely be putting in anywhere from 10-12 hours a week doing assignments, reading, or doing research. Unexpected things happen often in life – do your best to get ahead so you can more easily deal with these events. Good time management and study discipline will be critical for keeping up in the class and doing well.
- 11) Communicate early and often with the instructor – and discussions of material (not exams) with other students is highly encouraged.
- 12) If you have problems or issues (e.g. illness, housing, death in the family, etc.) during the semester, let me know as soon as possible; we can work together to get your through this class. But I can't help you if I don't know about it.

## Conduct and Academic Dishonesty Policies

**Online Conduct:** Everything done electronically on the university systems or via email can be considered public record and you are part of the larger, global, online community. As such, it is expected that all students demonstrate appropriate language, behavior, respect, and understanding that would prevail in any campus situation. All students should do their part to ensure a pleasant and safe online environment for others – including:

- a) Watching for virii, worms, bots, etc. Do not allow these items, or any other type of code that disrupts or interrupts/interferes with other users' use of the online environment.
- b) Showing respect for all faculty, students, staff regardless of age, race, gender, religion, national origin, veteran's status, disabilities, sexual orientation, etc.
- c) Being honest. Misrepresentation of any kind will not be tolerated. This includes any type of identity theft or intentional electronic "fakery" (spoofing, relaying, etc.)
- d) Being polite. Ensure that any content submitted electronically is free from harmful, threatening, libelous, and abusive content. This also includes profanity.

**Submissions** The Internet is a great research tool and it should be utilized as often as possible as a study aid; but please ensure that you **DO YOUR OWN WORK**. Turning in material that is plagiarized is a serious offense. Study and use the information found on the internet (and any other sources) to help you understand, but when it comes time to do your work – use your own words, and do not copy, cite, or attempt to "paraphrase" or "rephrase" someone else's work. If you truly understand the material, you will be able to use your own words and examples. . Also, consider your source when reading information on the Internet – not everything out there would be considered a "reputable" source. Be aware that all submitted items can be run through academic tools which scan for and can catch, plagiarism attempts

**Academic Dishonesty:** The penalties for academic dishonesty are explicitly noted in the Windward Community College student conduct code. Students are expected to maintain the highest moral and ethical standards. Any student, who cheats, lends assistance to others or hands in work that is not his/her own, will be penalized as outlined in the student conduct code. Furthermore, each student is responsible for ensuring that their work is not made available to others for study or duplication. Ignorance of this policy is no excuse of any academic dishonesty. Ensure your work is your own. Copyright infringement or violation of patent, trademark, proprietary information, and/or confidentiality agreements will not be tolerated. Consequences include (but are not limited to)

- 1<sup>st</sup> offense – a "0" for the assignment for all involved and a written warning
- 2<sup>nd</sup> offence – an "F" for the class

*\*The instructor reserves the right to notify the administrative offices of any academic dishonesty violations – this can incur separate consequences such as probation or worse.*

## 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.*