ICS 100 - Computing Literacy and Applications

Instructor: Michael Kato
Effective date: Spring 2017
Credits: 3
Office: Palanakila 101   **Phone:** 236-9296   **Email:** katomich@hawaii.edu
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 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.

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.*

ICS 100 Classes & Times

Course Alpha & No.	CRN	Days & Time	Room
ICS 100	64018	01/09-05/12	Online

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	Online Discussions	Modules
Utilize the basic features of computer applications to communicate	X	X		X

effectively (major content area).				
Utilize operating system interfaces to manage computer resources effectively.	X	X		
Utilize online resources for research and communication.	X	X	X	X
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.	X	X	X	X
Describe ethical issues involved in the use of computer technology.	X	X	X	

Assignments, Tasks, and Grading

Course Content	Percent of Final Grade
Simnet: Simnet is an online interactive 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 simulations. The Simnet simulations and exams will account for **32%** of your final grade. *Late submissions for Assignments will not be accepted.*	**42%**
Assignments & Projects: There will be various Assignments & Projects administered throughout the semester. The *Assignments & Projects* will account for **40%** of your final grade. *All discussions win Laulima will automatically lock and close by the assigned due dates.* **Late submissions for Assignments will not be accepted.**	**40%**
Discussions: There will be a total of 6 *Discussions* posted in Laulima throughout the semester. The *Discussions* will account for **18%** of your final grade. *All discussions in Laulima will automatically lock and close by the assigned due dates. Late submissions for Discussions will not be accepted. All Discussions must be submitted by the posted due dates.*	**18%**
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. <u>For distance learning courses, attendance consists of checking into Laulima at least once a week and completing the required weekly assignments.</u> Log into our Laulima course and check the *Announcements* page regularly to see what was course work was covered in each week. Students who are bordering in-between grades will automatically be given the higher grade if they have been actively participating in the online discussions and have shown a regular presence in Laulima.

Incompletes & N grades
No *Incompletes* or *N grades* will be given in this course. You must take responsibility to complete the course or withdrawal.

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IMPORTANT DATES

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⚅ January 9, 2017 – *First Day of Instruction*
⚅ January 16, 2017 – *HOLIDAY – Dr. Martin Luther King Jr. Day*
⚅ February 20, 2017 – *HOLIDAY – Presidents' Day*
⚅ March 27-31, 2017 – *SPRING BREAK*
⚅ April 3, 2017 – *Last day to Withdraw with a W grade*
⚅ May 3, 2017 – *Last Day of Instruction*

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Learning Resources

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Simnet ($90 approximate)
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 for approximately $95 online. The procedures for registering will be covered during the second week of the course. Simnet 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 Simnet to successfully complete this course. The Simnet 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 <u>CRUCIAL</u> 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.

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 ʻAkoakoa 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
Simnet	https://windwardcc.simnetonline.com/sp/
Library Learning Commons	http://library.wcc.hawaii.edu/