UNIVERSITY of HAWAI'I®
WINDWARD
COMMUNITY COLLEGE

ICS 100 Computing Literacy and Applications
Credits: 3 | CRN: 64008
Days & Time: Online Asynchronous

Instructor: Michael Kato
Office: Palanakila 144
Office Hours: Wednesday 2:15pm-3:30pm in Palanakila 124 (and by appointment online, face-to-face)
Telephone: (808) 236-9296 | **Email**: katomich@hawaii.edu
Effective Date: Fall 2018

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 the Ko'olau region of O'ahu 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, and communications. (3 hours lecture) *Recommended Preparation: ENG 22 and MATH 22 or higher.*

Activities Required at Scheduled Times Other than Class Times
Communication is *vital* to succeeding in this course. Because this in an asynchronous online course, it is *crucial* to log into Laulima regularly and checking the weekly announcements. They will contain the weekly work schedules as well as the due dates for upcoming assignments. You will be notified well in advance regarding course work that will be due from week to week. Be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments and Simnet activities (see pages 3-4). *Important Note: Be sure to check your email regularly.*

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

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

Assessments - Course Tasks - Grading

Course Tasks	*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	**51%**

simulations. The Simnet simulations and exams will account for **51%** of your final grade. ***Late submissions for Assignments will not be accepted.***	
Projects: There will be various Projects in Laulima that will be administered throughout the semester. The *Assignments & Projects* will account for **25%** 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.***	**25%**
Discussions: There will be a total of 6 *Discussions* posted in Laulima throughout the semester. The *Discussions* will account for **24%** 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.***	**24%**
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. For distance learning courses, attendance consists of logging into Laulima at least once a week to check the weekly announcements. ***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 formally withdrawal.

Important Dates

- August 20, 2018 - *First Day of Instruction*
- September 3, 2018 - *HOLIDAY - Labor Day*
- October 29, 2018 - *Last day to with a "W" grade*
- November 6, 2018 - *HOLIDAY – General Election Day*
- November 12, 2018 - *HOLIDAY - Veterans' Day*
- November 22, 2018 - *HOLIDAY - Thanksgiving Day*
- December 6, 2018 - *Last Day of Instruction*

Learning Resources

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 **51%** of your final grade. The access code may be purchased online or from the WCC bookstore:
ISBN 9781260411522

Important Notes

- ***You will save approximately $20 by purchasing the code online.***

- You can register with the *14-day trial* option if you are waiting for financial aid.

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
The Simnet sections of this course were designed to be completed using a PC. ***Important Note:*** *Although it is possible to complete this course using a Mac, please note that 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. **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.**

Policies

Late Work Policy
All Course Work must be completed by the assigned due dates. Late work will not be accepted.
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.

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.

Disabilities Accommodations

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.

Title IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College (WCC) is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: (808) 235-7422
- Email: wccaa@hawaii.edu

Additional Information

Note from 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. Please let me know 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.