ICS 101 – Digital Tools for the Information World

3 Credits
TR 10:00-11:15 am

INSTRUCTOR: Laura Sue
OFFICE: Hale Palanakila 119A
OFFICE HOURS: Tuesdays 11:15 am – 11:45 am in Hale Palanakila 122
                        Thursdays 11:15 am – 11:45 am in Hale Palanakila 119A
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EFFECTIVE DATE: Fall 2022
CRN: 63054

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 the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Catalog Description

Fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. (3 hr. lect).

Recommended Preparation: 1 yr. high school algebra or equivalent.

Student Learning Outcomes

1. Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
2. Utilize operating system interfaces to manage computing resources effectively and securely.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. 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.
5. Describe ethical and security issues involved in the use of computing technology.

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Course Tasks and Student Learning Outcomes Alignment

Student Learning Outcomes	Projects	Exercises	Exams
Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).	Research project	All classwork and homework assignments	Exams 1 - 4
Utilize operating system interfaces to manage computing resources effectively and securely.		File management assignment	
Extract and synthesize information from available Internet resources using intelligent search and discrimination.	Research project		
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.			Final exam
Describe ethical and security issues involved in the use of computing technology.		Ethics assignment	Final exam

Assessment Tasks and Grading

Assignments	Points	Percentage of Total
Classwork	60	11%
Homework	225	41%
Research Project	30	5%
Exams 1-4	160	29%
Final Exam	75	14%
GRAND TOTAL	**550**	**100%**

Final grades for the course will be as follows:

A	90-100% of possible points
B	80-89% of possible points
C	70-79% of possible points
D	60-69% of possible points
F	0-59% of possible points

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Learning Resources

Required Software (available on computers on campus):

- o Windows Computers (one of the following)
  - o Microsoft Office Professional 2007/2010/2013/2016/2019/2021
  - o Microsoft Office Student & Family 2007/2010/2013/2016/2019/2021 & use of Microsoft Access 2007/2010/2013/2016/2019/2021
- o Apple Computers (one of the following)
  - o Microsoft Office 2011/2016/2019/2021 & use of Microsoft Access for Windows
  - o Microsoft Office Professional 2007/2010/2013/2016/2019/2021 running on a Windows partition such as Boot Camp or Parallels (requires Windows to also be installed)

Laulima: https://laulima.hawaii.edu

Additional Information

Business-like behavior: ICS courses at Windward Community College are part of the Business department. In order to fulfill the objectives of the Business department, students are expected to present business-like behavior. Business-like behavior includes:

Attendance: Attend class regularly. This includes arriving on time and remaining until the end of class. Students who attend class regularly are more likely to earn higher grades.

Online Discussions: Be courteous in online discussion areas.

Turn in assignments on time: Start assignments before the due date. If situations arise which prevent assignments from being completed on time, notify the instructor right away.

Ask for assistance: In a business, if you were uncertain about what to do, you would ask your boss for direction. In this class, ask the instructor for assistance.

Absences: Students who are ill or have other underlined documented reasons for missing class should email the instructor prior to class for an excused absence. The student is responsible for the material covered in class and any in-class work missed. Any assignments due at the beginning of class should be turned in online or at the start of the next class. Students will be given two "classwork free passes". Each pass may be redeemed for one classwork assignment when missing class for any underlined undocumented reason. Passes may not be shared or duplicated. When redeeming a pass, please include your first and last name as well as the date or classwork number to apply the points to.

Exams: The exams will be based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive. Exams 1 through 4 will be hands-on to demonstrate practical knowledge of software usage. The Final Exam will be in the question and answer format (not hands-on). Completing all the classwork and homework will be an immense help in completing the exams with a high score.

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Notify the instructor if you know in advance that you will be unable to attend class on an exam day. If you are unexpectedly absent on an exam day, you must contact the instructor by 5 pm that day and explain your situation. Students who do not meet these requirements will receive a 0 for the exam.

Late work: Assignments may be submitted up to one week late for an automatic penalty of 10%. No assignments will be accepted after **Thursday, December 8, 2022**, the last day of instruction for Fall 2019.

Email: Please use your UH email address for this course. Any information regarding the class will be sent to your UH email address, so check your email frequently. Email is also the preferred method of contacting the instructor.

ACADEMIC INTEGRITY

Work submitted by a student must be the student's own work. Academic dishonesty includes, but is not limited to, file sharing (giving or receiving files between students), more than one student working on the same file, and copying work in full or in part from another student or other sources such as the Internet. Any student caught cheating will automatically receive a 0 for the assignment. In addition, a report of the incidence will be filed, which may result in the student being expelled from the school. For more information, please see the college catalog for the school's policy on academic dishonesty.

STAR-BALANCE

At Windward Community College we want every student to be successful. Star-Balance is a system-wide service that allows instructors to refer students to specific services such as tutoring, the writing center, or advising. It also allows instructors to send kudos to students who are doing well. At this time, I am only able to provide feedback through Star-Balance for students whose home campus is Windward Community College. The purpose of this system is to help students be successful in the class, so if I do refer you for any services, please know that I am doing so in an effort to help you, as your success is important to me.

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Jodi Asato can be reached at (808) 235-7472, jodiaka@hawaii.edu, or you may stop by Hale Kākoʻo 105 for more information.

SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Desrae Kahale, Confidential Resource
808-235-7393
dkahale3@hawaii.edu

Jojo Miller, Confidential Campus Advocate
808-348-0663
jojo.miller@hawaii.edu

Leslie Cabingabang, Senior Confidential Advocate
808-348-0432
leslie.cabingabang@hawaii.edu

To file a report online: https://report.system.hawaii.edu/student

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

BASIC NEEDS STATEMENT

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well being. If you or someone you know are experiencing basic needs insecurity, please see the following resources:

UH System Student Basic Needs: https://www.hawaii.edu/student-basic-needs/

WCC Student Basic Needs: https://www.hawaii.edu/student-basic-needs/resources/windward/

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: Alaka'i 121
- Phone: (808) 235-7422

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Course Content

Concepts Covered:

1. Functions of an operating system and difference between an operating system and application software.
2. Various types of application software, their functions, and how to use effectively and efficiently.
3. Information Literacy: which online search tools to use for particular types of information, evaluating online information for validity and accuracy.
4. Computing terms in areas such as hardware, software, communications.
5. Ethical and security issues involved in computing.

Skills covered in this course:

1. Use an operating system effectively & efficiently.
   a. File management: Copy, move, delete, rename files, organize files in folders.
2. Utilize the appropriate computing applications efficiently to produce professional documents, spreadsheets, presentations, databases, and web pages.
   a. Common skills: copy, cut, paste, edit, formatting, image manipulation.
   b. Spreadsheets: Create formulas using cell references, use functions efficiently, create charts, perform what if analysis, and other tools for efficient processing of numbers and data.
   c. Word processing: Produce documents of various formats, use word processing to efficiently format a research paper, and other documents.
   d. Database: Create and use forms to effectively input and update data, use queries and reports to produce information.
   e. Web page: Create a simple webpage that contains links and images.
3. Find and evaluate information online.
   a. Use search engines, periodical indexes and other search tools.
   b. Properly cite information and produce a bibliography efficiently with word processing tools.