



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ICS 101 – Digital Tools for the Information World

3 Credits | CRN 63309

Distance Learning

INSTRUCTOR: Laura Sue
OFFICE: Hale Palanakila 119A
OFFICE HOURS: By appointment
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EFFECTIVE DATE: Fall 2022

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.

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.

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

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

1. Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and webpages 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 issues involved in the use of computer technology.

COURSE TASKS AND STUDENT LEARNING OUTCOMES ALIGNMENT

| Student Learning Outcomes | Learning Exercises | Homework Assignments | MS Office Projects | Research Project | Final Exam |
|---|--------------------|----------------------|--------------------|------------------|------------|
| Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area). | x | x | x | x | |
| Utilize operating system interfaces to manage computing resources effectively and securely. | x | x | x | | |
| Extract and synthesize information from available Internet resources using intelligent search and discrimination. | | | | 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 |
| Describe ethical and security issues involved in the use of computing technology. | | x | | | x |

ASSESSMENT TASKS AND GRADING

All assignments will be due on **Sunday nights at 11:55 pm**.

MindTap: In this course we will be using Cengage's MindTap tool as our digital textbook. There will be a direct link to MindTap from our Lualaba site. A score of 90% or higher will earn you full credit for MindTap assignments.

Learning Exercises: The Learning Exercises for Microsoft Office will be simulations that you will complete in MindTap. For other topics, there will be videos/presentations that you will follow with and either submit a file or answer some questions. These Learning Exercises are to help you learn the various skills or concepts of the topics we are covering.

Homework Assignments: The Homework Assignments for Microsoft Office will be Simulation in MindTap. Other topics will have a set of instructions for you to complete with a file to submit, or questions to answer.

Microsoft Office Projects: These projects are designed to give you hands-on practice with the Microsoft Office applications. There will be one project per application (Word, PowerPoint, Excel, and Access).

Research Project: One of the objectives for this course is to give you experience in extracting and synthesizing information from online resources. This project will allow you the chance to gather some research and then use the skills you've learned to create a presentation.

Final Exam: The Final Exam will be comprehensive, and presented in the question-and-answer format (not hands-on). Completing all the previous assignments throughout the course will be an immense help in completing the Final Exam with a high score.

| Assignments | Points | Percentage of Total |
|----------------------|------------|---------------------|
| Learning Exercises | 66 | 12% |
| Homework Assignments | 218 | 40% |
| MS Office Projects | 160 | 29% |
| Research Project | 30 | 5% |
| Final Exam | 75 | 14% |
| GRAND TOTAL | 549 | 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 |

LEARNING RESOURCES

Required Software (for MS Office Projects, available on computers on campus or laptops available to borrow):

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

Microsoft Access: Please note that Microsoft Access is not included in all versions of Office, and **does not run on macOS**. If you do not have Microsoft Access on your computer, you will need to find an alternate computer to work on for that project. The software is available on all Windows computers at Windward Community College. Laptops may be borrowed through the WCC library.

Cengage MindTap: <https://www.cengage.com/mindtap/>

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:

Time-management: Since this is a distance learning class, it will be up to you to schedule enough time to complete the lessons each week. Don't wait until the last minute to complete assignments. This is true in almost any class, but can be more of a challenge since there are no physical meetings.

Online Discussions: Be courteous in online discussion areas.

Turn in assignments on time: Start assignments well 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.

Late work: Laulima assignments may be submitted up to one week late for an automatic penalty of 10%. Unfortunately, there is **no late period for MindTap assignments**. No assignments will be accepted after **Thursday, December 8, 2022**, the last day of instruction for Fall 2022.

Office Hours: Since this is a distance learning course, there will be no set office hours. Instead, please feel free to arrange an appointment, either face-to-face or virtual, with the instructor.

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. The instructor will respond to emails within 24 hours, excluding weekends and holidays.

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 Kāko'o 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

TENTATIVE SCHEDULE

| Week | Topic |
|---------------------------|--|
| Week 1 8/22/2022 | Introduction to ICS 101, ACM Code of Ethics, Time Management |
| Week 2 8/29/2022 | Email, Computer Basics, File Management |
| Week 3 9/5/2022 | Word |
| Week 4 9/12/2022 | Word |
| Week 5 9/19/2022 | Word Project |
| Week 6 9/26/2022 | Excel |
| Week 7 10/3/2022 | Excel |
| Week 8 10/10/2022 | Excel Project, Ethical Issues |
| Week 9 10/17/2022 | Access |
| Week 10 10/24/2022 | Access |
| Week 11 10/31/2022 | Access Project, Information Literacy |
| Week 12 11/7/2022 | PowerPoint |
| Week 13 11/14/2022 | PowerPoint |
| Week 14 11/21/2022 | PowerPoint Project, HTML |
| Week 15 11/28/2022 | HTML & CSS |
| Week 16 12/5/2022 | Research Project |
| Finals Week 12/12/2022 | Final Exam |

Please note that the schedule may change as necessary

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.