



ICS 101 – Digital Tools for the Information World

3 Credits | CRNs 60026

Distance Learning

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|------------------------|---------------------|
| INSTRUCTOR: | Randal Pacheco |
| OFFICE: | Google Meet or Zoom |
| OFFICE HOURS: | By Appointment |
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| EMAIL: | randalp@hawaii.edu |
| EFFECTIVE DATE: | Spring 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 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.

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.

LEARNING RESOURCES

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 Lulima site. A score of 6302 (Subject to change) points will earn you full credit for MindTap assignments.

Learning Exercises: The Learning Exercises for Security+ will be simulations that you will complete in MindTap. For other topics, there will be videos/presentations that you will following 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 Security+ 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.

I will also upload to Lulima other sources for you to look over. Check the schedule for chapters covered and timing.

Lulima: Lulima 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 Lulima. (<https://lulima.hawaii.edu/portal>). It is IMPORTANT to check your *email*, the *Course Schedule*, and the *Announcements* page regularly.

Research Project: Research projects will be assigned according to the subject of Security +. From time to time you will be assigned a project to do some research be it apart of the subject or what is happening in the world today.

Required Software and System. Your system should have network (internet) connectivity and be able to support MS word (or any equivalent word processing application that can read, edit, and save MS word files) and Adobe Reader (free download from the Internet) – but compatible software is acceptable with the understanding that you must be able to troubleshoot the software issues yourself. You will need to some software to complete your lab assignments. You do need “administrative” level access to your system as some tools will not work at the regular “user” level. Instructions to download and the use the software will be included in the lab instructions.

Quick Links:

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| Windward Community College | http://www.wcc.hawaii.edu OR http://windward.hawaii.edu |
| WCC account activation (to use local systems) | https://accounts.wcc.hawaii.edu/secure/index.php |
| Laulima | https://laulima.hawaii.edu |
| Library Learning Commons | http://library.wcc.hawaii.edu |
| Cengage MindTap | https://www.cengage.com/mindtap/ |

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 Laulima 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 following 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.

Course Outline: Course grading breaks down as follows using points: *(No plus or minus grades given, no “rounding”) because this course in designed using Mindtrap Cengage Online. Subject to change based on the course.*

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| 34000 – 27200 | “A” |
| 27199 – 20400 | “B” |
| 20399 – 13600 | “C” |
| 13599 - 6800 | D” |
| Below 6800 | “F” |

Exam’s format: The final (will be completing the online course). Because this course is designed around an online structure, you should complete the full course.

- Projects:** There will be projects that will be released during this class; specific requirements will be placed on the Lualima site. Project could be focused on the media view of IT security and Information Warfare. Other projects will be a group project based looking at a controversial issue within the IT world. Projects will require independent research.
- Quizzes:** There will be quizzes covering the book material – these will be online and done electronically within the Course.
- Papers:** There will be papers that will be required in this class – Papers could be on current event items found in the news (you will be able to select the articles that interest you). Another paper will be a short “how to” article that you will write for use by others. Exact requirements will be released during class.

Instructor Expectations and Principles:

- 1) It is your personal responsibility as an online student to ensure that you have 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 through this class. But I can’t help you if I don’t know about it.

Learning Resources

Required Software (for MS Office Projects, available on computers on campus):

- Students will be using Maui CC CITRIX Servers that will have a VDI session for all students. This works with any computer. You will be given a username and password to access the VDI environment. Within the VDI session you will access your Laulima, email, Office software and do your assignments there.
- Optional: 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
- Optional: 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)
- Chromebook can be used for your Virtual Desktop Session (VDI) to Maui CC CITRIX Server farm.

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.

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, May 13, 2022**, the last day of instruction for Spring 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 and your school advisors. 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 except for illness or emergency. Student advisors are also a means of communication with the instructor.

Academic Dishonesty: 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.

MySuccess

At Windward Community College we want every student to be successful. MySuccess is a system-wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you're having difficulty in my class within the first few weeks of the semester (e.g. missing assignments, or low scores) and working together to address your challenges shows that you would really

benefit from being connected to resources outside of the classroom, I may refer you to your assigned counselor. Once referred, MySuccess will:

- Call you and send an email to your hawaii.edu account to let you know about my referral; and
- Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.

I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well this semester as your success is important to me.

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 'Akoakoa 213 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:

Jojo Miller, Confidential Advocate
Phone: (808) 348-0663
Email: advocate@hawaii.edu
Office: Hale Kāko'o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kāko'o 101

Karla K. Silva-Park, Title IX Coordinator
Phone: (808) 235-7468
Email: karlas@hawaii.edu
Office: Hale 'Ākoakoa 220

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/

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

Tentative Schedule

| Week | Topic |
|-------------------------|--|
| Week 1 1/10/2022 | Introduction to ICS 101, ACM Code of Ethics, Time Management |
| Week 2 1/17/2022 | Welcome to your Course |
| Week 3 1/24/2022 | Technology for Success Modules 1 -7 |
| Week 4 1/31/2022 | Technology for Success Modules 8 - 14 |
| Week 5 2/7/2022 | Operating Systems |
| Week 6 2/14/2022 | Word |
| Week 7 2/21/2022 | PowerPoint |
| Week 8 2/28/2022 | Excel |
| Week 9 3/7/2022 | Access |
| Week 10 | SPRING BREAK |
| Week 11 3/21/2022 | Office Integration Project |
| Week 12 3/28/2022 | Outlook |
| Week 13 4/4/2022 | Publisher Modules 1 -6 |
| Week 14 4/11/2022 | Publisher Modules 7 - 11 |
| Week 15 4/18/2022 | Career Readiness Resume Writing |
| Week 16 4/25/2022 | Resume Assignment Due |
| Week 17 5/2/2022 | Time to catch up |
| Finals Week 5/9/2022 | 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.
4. Using VDI sessions on a CITRIX Server.
 - a. How to use a Virtual Desktop Session to do all you class work.