



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ICS 101 – Digital Tools for the Information World

3 Credits | CRN 62013

Distance Learning

INSTRUCTOR: Laura Sue
OFFICE: Hale Palanakila 119A
OFFICE HOURS: By appointment
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EFFECTIVE DATE: Summer 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. (3 hr. lect).

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 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.

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

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. As long as you complete **at least 90%** of the tasks, you will get **full credit** for that MindTap assignment. Otherwise, your score in Laulima will be a percentage of the tasks you've completed successfully in MindTap.

Learning Exercises: The Learning Exercises for most Microsoft Office applications 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 most Microsoft Office applications will be Simulations in MindTap (with full credit for 90% of tasks correctly completed). 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 will be 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	75	13%
Homework Assignments	220	40%
MS Office Projects	160	29%
Research Projects	30	5%
Final Exam	75	13%
GRAND TOTAL	560	100%

Assignment Breakdown:

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):

- 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.

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: Because this is a summer class, there is **no late period** for any assignments. If you think you might not be able to submit any assignment on time, you must contact the instructor (as soon as possible, but at least 24 hours) **before the due date** to make arrangements to complete your assignment(s). If you do not contact the instructor before the due date, you will not be allowed to make up the work.

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 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.

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. Roy Inouye can be reached at (808) 235-7448, royinouye@hawaii.edu, or you may stop by Hale Kāko'o 106 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 Kāko'o 128

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 7/4/2022	Introduction to ICS 101 ACM Code of Ethics Time Management Computer Basics Email File Management
Week 2 7/11/2022	Word MindTap Word Project Week 1 & 2 Assignments due Sunday 7/17/2022
Week 3 7/18/2022	Excel MindTap Excel Project
Week 4 7/25/2022	Access Modules (not MindTap) Access Project Information Literacy Week 3 & 4 Assignments due Sunday 7/31/2022
Week 5 8/1/2022	PowerPoint MindTap PowerPoint Project Ethical Issues
Week 6 8/8/2022	HTML CSS Research Project Final Exam Week 5 & 6 Assignments due Friday 8/12/2022

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.