ICS 105 Introduction to Computing Skills
Credits: 3 | **CRN:** 62112
Effective Date: Summer 2022
Days & Times: 7/5/22 - 8/12/22
Room: Online Asynchronous

Instructor: Michael Kato
Office: Palanakila 144
Online Office Hours: Wednesday 1:00pm - 2:00pm and by appointment through phone, email, or **Zoom.** | **Zoom meeting ID:** 879 100 6658 - **Zoom Password:** wcc_kato
Telephone: (808) 236-9296 | **Email**: katomich@hawaii.edu

Teaching Assistant: Alex Vo
Email: voa@hawaii.edu
Office: Hale Kakoʻo
Office Hours: Monday, Tuesday, Wednesday, Friday: 12pm - 4pm
Zoom Room

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 commxsitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu's Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Catalogue Description

ICS 105 Introduction to Computing Skills (3)
In this introductory computing course, students will learn basic file management, digital communication, word processing, and presentation software. Students will explore various computing systems and terminology. This course is recommended for students inexperienced in computing.

Student Learning Outcomes

1. Use appropriate computing tools to communicate effectively.

2. Demonstrate basic file management tasks.
3. Identify computing terminology, systems, and issues.

Assignment & Student Learning Outcomes

Student Learning Outcomes	Modules	Assignments	Laulima Discussions
Use appropriate computing tools to communicate effectively	X	X	X
Demonstrate basic file management tasks	X	X	
Identify computing terminology, systems, and issues.	X	X	X

Assignments, Tasks & Grading

Course Content	*Percentage of Final Grade*
Assignments: There will be various Assignments administered throughout the semester. The *Assignments & Projects* will account for **85%** of your final grade. *All Discussions must be submitted by the posted due dates.*	**85%**
Discussions: There will be a total of 3 Discussions posted in Laulima throughout the course. The Discussions will account for **15%** of your final grade. *All Discussions must be submitted by the posted due dates.*	**15%**
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

Attendance & Active Participation will consist of logging in the Laulima class frequently and fully participating in the class discussions. ***Important Note:*** *At the end of the semester, students bordering in-between grades (e.g. 3-points) will automatically be given the higher grade if they have been actively participating during class discussions and have logged in the Laulima class on a regular basis.*

Incompletes & N grades

No ***Incompletes*** or ***N grades*** will be given in this course. You must take responsibility to complete the course or withdrawal.

Important Dates

- July 5, 2022 - *First Day of Instruction*
- August 12, 2022 - *Last Day of Instruction*

Learning Resources

Laulima: Laulima is an online course management system and will be used extensively in this course. The course schedule, announcements, assigned work and due dates will all be posted and administered through the [Laulima Portal.](#) It is ***crucial*** to check your email, the Laulima Course Schedule and the Laulima Announcements to make sure you are keeping up with the requirements and pace of the course.

Computers

You will be required to have access to a computer (e.g. PC or Mac) and Internet access to complete this course. Laptops are available for students to check out on a first come first serve basis. If you are interested in borrowing a computer, please contact the Library (808) 235-7436 and request at computer with the Windows 10 operating system. **Important Note:** If you check out a computer, **do not** check out a Chromebook. You will **not** be able to complete this course with a Chromebook

Required Software

You will need to have access to Microsoft Office 365 in order to complete this course. [Please click here to download free version of Office 365 that is available to WCC students.](#) If you are having issues with the downloading the software, contact Bryan Tokuda who is WCC's 365

specialist. email:btokuda@hawaii.edu | Phone: (808) 235-7307

Policies

Late Work Policy
All Course Work must be completed by the assigned due dates. ***Exceptions will be made due to extenuating circumstances*** *(e.g. illness, housing, death in family).*

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.

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, royinouy@hawaii.edu, or you may stop by Hale Kākoʻo 106 for more information.

Sec Discrimination & 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:

Kaahu Alo, Student Life Counselor & Designated Confidential* Advocate for Students
Phone: (808) 235-7354
Email: kaahualo@hawaii.edu
Office: Hale ʻĀkoakoa 232
*confidentiality is limited

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

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

A Note from the Instructor

You are part of the WCC Ohana. Please do not hesitate in contacting me (email is best) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and pride myself in responding to all emails promptly. I am here to support you and see you succeed in this course. If you are dealing with extenuation circumstances, please contact me

ASAP. I will do everything in my power to help you get through the course and direct you to the proper resources on campus to support you.

Additional Information

Login to WCC Network Computers, UH e-mail, and Laulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Laulima	May be the same as UH e-mail password **unless** you create another 6+character password
WCC's Website	http://windward.hawaii.edu
Laulima	https://laulima.hawaii.edu
Library Learning Commons	http://library.wcc.hawaii.edu/