ICS 100 Computing Literacy and Applications
Credits: 3 | CRN: 61006
Days & Time: Online Asynchronous
Course Dates: 8/21/23 - 12/15/23

Instructor: Michael Kato
Office: Palanakila 144
Online Office Hours: Monday-Friday 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
Effective Date: Fall 2023

Student Instructor: Ashley Lam | **Email:** aklam4@hawaii.edu
Phone: (808) 721-1879 (Please text only)
Zoom meeting ID: 483 322 6972 - **Zoom Password:** NGf2qa

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.

Catalogue Description

ICS 100 Computing Literacy and Applications (3)
An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware and software. Opportunities for "hands-on" experience using applications software may include spreadsheets, word processing, presentations, and communications. (3 hours lecture) *Recommended Preparation: ENG 22 and MATH 22 or higher.*

Activities Required at Scheduled Times other than Class Times

Communication is *vital* to succeeding in this course. Because this in an online course, it is *crucial* to log into Laulima regularly and check the weekly Laulima Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments. You will be notified on Monday and Wednesday regarding coursework that will be due from week to week. Please be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments and Simnet activities (see page 4). It is also *crucial* to check your email multiple times a day. **Important Note:** Please be sure to user your UH email address when communicating within the UH system. If you use a non-email address your email may end up in the recipient's SPAM folder.

Note from the instructor: Excluding weekends and holidays, I check my email multiple times a day and will reply in a timely manner (within 24 hours, **usually much sooner**).

Student Learning Outcomes

1. Utilize the basic features of computer applications to communicate effectively (major content area).
2. Utilize operating system interfaces to manage computer resources effectively.
3. Utilize online resources for research and communication.
4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.
5. Describe ethical and security issues involved in the use of computing technology.

Student Learning Outcomes & Assessment

Student Learning Outcomes	Simnet	Projects	Laulima Discussions
Utilize the basic features of computer applications to communicate effectively (major content area).	X	X	
Utilize operating system interfaces to manage computing resources effectively and securely.		X	
Utilize online resources for research and communication.		X	X
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications.	X	X	X

Student Learning Outcomes	Simnet	Projects	Laulima Discussions
Describe ethical and security issues involved in the use of computing technology.	X	X	X

Assessments - Course Tasks - Grading

Course Tasks	*Percent of Final Grade*
Simnet: Simnet is an online interactive course management system that will be used extensively in this course. The Simnet assignments will account for up to **47%** of your final grade.	**47%**
Laulima Discussions: There will be various *Discussions* posted in Laulima throughout the semester. The Discussions will account for up to **20%** of your final grade.	**20%**
Laulima Assignment & Projects: There will be various Assignments Projects in Laulima that will be administered throughout the semester. The Projects will account for up to **33%** of your final grade.	**33%**
Total	*100%*

Grading
Your Final Grade will be calculated from a 100-point grading system.

Grade	Percentage Points
A	90-100 out of 100 possible points
B	80-89 out of 100 possible points
C	70-70 out of 100 possible points
D	60-69 out of 100 possible points
F	Below 60 out of 100 possible points

Attendance & Active Participation
Because this is an online course, attendance consists of logging into Laulima at least once a week to check for the weekly announcements, assignments, and due dates.

Important Notes
- **Important Note/UH's Student Verification Policy**. You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **8/29/23** or the UH system will automatically drop you from this class.

- At the end of the semester, students bordering in-between grades (e.g., 3 points or less) will automatically be given the higher grade if they have logged into class regularly and have actively participated during class discussions.

Important Dates

- August 21, 2023 - *First Day of Instruction*
- August 29, 2023 - *Last Day for 100% refund fall 2023*
- September 4, 2023 - *HOLIDAY - Labor Day*
- September 12, 2023 - *Last day to without a "W" grade on transcript*
- October 30, 2023 - *Last day to with a "W" grade on transcript*
- November 10, 2023 - *HOLIDAY - Veterans' Day*
- November 23, 2023 - *HOLIDAY - Thanksgiving Day*
- December 7, 2023 - *Last Day of Instruction*

Learning Resources

Simnet

Simnet is an online interactive learning and course management system that will be used extensively in this course. The combined scores for Simnet lessons and exams will account for **50%** of your final grade. A charge of approximately $56 for the digital course material through IDAP will be added to your MyUH account. This course will be participating in the Bookstore's Interactive Digital Access Program (IDAP). Through this program, you will access your course material digitally, and it will be available to you by the first day of class. A charge for the digital course material through IDAP will be added to your MyUH account.

Important Note: Please contact the resource below ASAP if you are experiencing and technical issues with Simnet.

McGraw Hill Customer Experience (Technical Support):
Phone: 1-800-331-5094; Live chat/email: https://mhedu.force.com/CXG/s/ContactUs
Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA)

You have the option to opt-out of receiving your course material through IDAP. By opting-out, you will lose access to the course material and the charge will be refunded on your MyUH account. If you do not opt-out, the charge will stay on your MyUH account. Any unpaid charges on your MyUH account will turn into a hold. Holds on your account will prevent you from accessing various services within the University.

You may opt-out by visiting your unique Inclusive Access Student Portal, which can be found in your IDAP welcome email (Subject Line: "IMPORTANT: You have enrolled in an IDAP Course"). For more information regarding IDAP, please contact your campus bookstore.

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.

Computer Platform

This course is offered throughout the UH system and is *predominantly designed* (e.g., instructions, assignments) to be completed using a PC.

Important Notes

- You should not be taking this class if you will not have regular access to a computer that has the Microsoft 365 software and regular access to the Internet.
- Although it is possible to complete this course using a Mac, technical support for Mac users will be available on limited basis for the reasons mentioned above.
- 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.
- If you check out a computer, **do not** check out a Chromebook. You will **not** be able to fully complete this course with a Chromebook
- If WCC is your home campus, there are computers you can use in the library and at Trio.

Required Software

You will need to have access to Microsoft Office 365 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

ʻAo Kahi

ʻAo Kahi is a Native Hawaiian Career and Technical Education project sponsored by ALU LIKE, Inc. and funded through a grant from the U.S. Department of Education."

Hawaiian students have an opportunity to receive class and career support through 'Ao Kahi. 'Ao Kahi support includes career readiness training, internship opportunities, class supplies, textbook loan, professional networking events, and much more.

Interested eligible computer science students may request an online application from jodieyim@hawaii.edu before the end of the first semester week. Pending application completion, textbook loans and IDAP fees will be handled through 'Ao Kahi.

Academic Integrity & Policies

Late Work
- All Course Work must be completed by the assigned due dates.
- <u>Due to UH's Student Verification Policy</u>, the first Laulima Discussion must be completed by <mark>8/29/23</mark>. If you fail to complete this discussion by <mark>8/29/23</mark>, you will automatically be dropped from the class.
- **Exceptions for late work will be made due to extenuating circumstances** *(e.g. illness, housing, death in family)* upon the approval of the instructor and the Vice Chancellor of Student Affairs.

AI & ChatGPT
Using AI language models such as Chat GPT or other similar models to complete assignments is considered academic misconduct and is a violation of the student code and conduct. Any student caught using such models will be subject to disciplinary action, which may include expulsion from school.

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 & Basic Student Needs

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, email: jodiaka@hawaii.edu or you may stop by Hale Kāko'o 106 for more information.

Basic Needs

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 Basic Needs.

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:

> Leslie Cabingabang, Confidential Advocate
> Phone/Text: ((808) 348-0432 or (808) 341-4952
> Email: advocate@hawaii.edu
> Office: Hale Kākoʻo 107
>
> Desrae Kahale, Mental Health Counselor & Confidential Resource
> Phone: (808) 235-7393
> Email: dkahale3@hawaii.edu
> Office: Hale Kākoʻo 101
>
> Karen Cho, Title IX Coordinator
> Phone: (808) 235-7404
> Email: kcho@hawaii.edu
> Office: Hale Alakaʻi 120B

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. I am available to meet face-to-face, over the phone, or through online appointments. 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.