



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

### **ICS 101 Digital Tools for the Information World**

**Credits:** 3 | CRNa: 61184 & 63272

**Days & Time:** Online Asynchronous

**Course Dates:** 8/21/23 – 10/13/23

**Instructor:** Michael Kato

**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

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**Student Instructor:** Ashley Lam | **Email:** [aklam4@hawaii.edu](mailto:aklam4@hawaii.edu)

**Phone:** (808) 721-1879 (Please text only)

**Zoom meeting ID:** 483 322 6972 - **Zoom Password:** NGf2qa

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### **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.*

### **Catalogue Description**

#### **ICS 101 Digital Tools for the Information World (3)**

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.

#### **Activities Required at Scheduled Times Other than Class Times**

Communication is *vital* to succeeding in this course. Because this is 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. 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 use 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 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.

### Student Learning Outcomes & Assessment

Student Learning Outcomes	Simnet	Laulima Projects	Laulima Discussions
Utilize the appropriate computing applications to produce professional documents, spreadsheets presentations, databases, and web pages for effective communication (major content area).	X	X	
Utilize operating system interfaces to manage computing resources effectively and securely.		X	
Extract and synthesize information from available Internet resources using intelligent search and discrimination. Define, explain, and demonstrate proper computing terminology usage in areas such as hardware, software, and		X	X

<b>Student Learning Outcomes</b>	<b>Simnet</b>	<b>Laulima Projects</b>	<b>Laulima Discussions</b>
communications to effectively interact with other computer users and to prepare for higher-level computer courses.			
Describe ethical and security issues involved in the use of computing technology.	X	X	X

### Assessments - Course Tasks - Grading

<i>Course Content</i>	<i>Percent of Final Grade</i>
<b>Simnet:</b> Simnet is an online interactive course management system that will be used extensively in this course. The Simnet lessons, projects, and exams will account for up to <b>50%</b> of your final grade.	<b>50%</b>
<b>Laulima Assignment Projects:</b> There will be a total of 4 Assignments & Projects assigned this semester. The Projects which will account for up to <b>30%</b> of your final grade.	<b>30%</b>
<b>Laulima Discussions:</b> There will be a total of 4 <i>Laulima Discussions</i> assigned this semester. The <i>Discussions</i> will account for up to <b>20%</b> of your final grade.	<b>20%</b>
<b>Total</b>	<b>100%</b>

### Grading

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

<i>Grade</i>	<i>Percentage Points</i>
A	90-100 out of 100 possible points
B	80-89 out of 100 possible points
C	70-79 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 Note/UH's Student Verification Policy.** You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **8/22/23** 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 fully completed and have actively participated in all of the Laulima discussions.

### Important Dates

- August 21, 2023 - *First Day of Instruction*
- August 22, 2023 - *Last Day for 50% refund fall 2023*
- August 30, 2023 - *Last Day for 100% refund fall 2023*
- September 4, 2023 - *HOLIDAY - Labor Day*
- September 12, 2023 - *Last day to withdraw no "W" grade on transcript*
- September 22, 2023 - *Last day to withdraw with "W" grade on transcript*

### Learning Resources

#### Simnet

Simnet is an online interactive learning and course management system that will be used extensively in this course. You will need to purchase a Simnet access code by the 1st week of instruction in order to complete weekly lessons and exams. The combined scores for Simnet lessons and exams will account for **50%** of your final grade. 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 of approximately **\$56** 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 this page <https://www.uhbooks.hawaii.edu/idap>. 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 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](mailto:btokuda@hawaii.edu) | Phone: (808) 235-7307

### 'Ao Kahi

'Ao 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](mailto: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

- Due to UH's Student Verification Policy, the first Laulima Discussion must be completed by **8/22/23**. If you fail to complete this discussion by **8/22/23**, you will automatically be dropped from the class.
- All remaining Coursework must be completed by the last day of class **10/13/23**.
- **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.

### FERPA

This course space is being shared by students in the following CRNs (61184.& 63272) and if you do not wish to be in a shared course space, please drop this section and register for another section or alternate course.

### 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. Jodi Asato can be reached at (808) 235-7472, email: [jodiaka@hawaii.edu](mailto:jodiaka@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:

Leslie Cabingabang, Confidential Advocate  
Phone/Text: ((808) 348-0432 or (808) 341-4952  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Office: Hale Kāko‘o 107

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

Karen Cho, Title IX Coordinator  
Phone: (808) 235-7404  
Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
Office: Hale Alaka‘i 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/](http://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](mailto: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.