ICS101 Digital Tools for the Information World

Eight Week Intensive Course (3/6/23-5/5/23)

Course #: CRN 64254 (3 credits) Spring 2023
Delivery: Fully Online No Scheduled Meeting

INSTRUCTOR: Claire Hitosugi, PhD, MBA, MA, MEd

VIRTUAL OFFICE: Find Zoom address on Laulima

OFFICE HOURS: Monday 12 pm to 1 pm, and by appointment on Zoom

TELEPHONE: Find my personal phone number on Laulima. Leave voice mail. I will get back to you ASAP.

Email: Always use the "Messages" in Laulima to send me email. Select my name from the list. By this, I can tell which course you are in. **Reply to my email via Laulima Messages.** If you reply from your UH gmail account, it would be sent to the Laulima administration and *I would not receive your email.*

EFFECTIVE DATE: March 6, 2023, through May 5, 2023

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

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

You are expected to spend a minimum of 2 – 3 hours a day to complete the course assignments. Log onto Laulima regularly and check the weekly assignments and announcements. The course schedule with assignment due date is posted on Laulima.

Please note that there are *NO* makeup tests or makeup assignments for this course. ***Deadlines for all assignments are strictly observed****. See grading criteria on page 3.*

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	MyLabIT	Tech in Action	Laulima Discussion
Utilize the appropriate computing applications to produce professional documents, spreadsheets presentations, databases, and web pages for effective communication (major content area).	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.		X	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	X	X
Describe ethical and security issues involved in the use of computing technology.	X	X	X

Learning Resources

Textbooks & Access To Mylab It (Required):

An access code to Pearson's MyLab IT that includes the two e-textbooks is required. This course is participating in the IDAP program and the e-book and the access code fees are included in your tuition. You will be directly connected to MyLabIT via Laulima.

Technology in Action: Introductory, 16th edition by Evans, Martin & Poatsy
Exploring Microsoft Office 2019: Poatsy, Grauer & Barber

Required Equipment & Software: An updated PC computer (or regular access to PC computer with Windows 10), Microsoft Office 2019 Applications/Microsoft Office 365 (Word, Excel, PPT, Access), and a good broadband Internet connection.

You will need to have access to Microsoft Office 365 or Office 2019 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

Laulima:

Laulima is an online course management system for the University of Hawaii 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.

MySuccess:
Students may be referred for extra help or advising through MySuccess. Students can also explore resources at https://windward.hawaii.edu/services-for-students/counseling-advising/my-success/

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, jodiaka@hawaii.edu or you may stop by Hale Kākoʻo 105 for more information.

Basic Student 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.

Assessment, Course Tasks and Grading

Attendance & Active Participation

Students are expected to attend all class sessions. *For fully online class*, students are expected to regularly logon to the course website and complete the required tasks on time.

Assignments: All assignments are due at the specified time on the date due. **No late assignment will be accepted. No exceptions will be made.**

Important Dates & WCC Academic Calendar:

See Laulima front page.

Grading Summary

MyLabIT: Exploring Microsoft Office 2019		
Grader projects (14) **(MS Office hands-on tasks)**	Word Chap 1 - 4 Excel Chap 1 - 4 Access Chap 1-2 PPT Chap 1-4	**40%**
MS Office Quizzes (16)		**15%**
	Windows 10 Office Common Features Word Chap 1 - 4 Excel Chap 1 - 4 Access Chap 1 - 2	
	PPT Chap 1-4	
	Subtotal	**55%**

Textbook: Technology in Action (TIA)	
TIA Chapter Quizzes (10%) & Monday Reflection Quizzes (5%)	15%
TIA Midterm Exam (Chapters 1-4, 40 MC items)	5%
TIA Final Exam (Chapters 5 – 9, 50 MC items)	5%
Self-introduction at *Laulima* (2%) & Syllabus Quiz (2%)	4%
Discussions on Tech Topics (3)	6%
Final Project (Creating a Video from PPT)	10%
Subtotal	**45%**
Total	**100%**

Grade	%	Grade	%	Grade	%	Grade	%	Grade	%
A	Above 90%	B	80 - 89.99%	C	70 - 79.99%	D	60 - 69.99%	F	Below 59.99%

*** Important: There are *NO* makeup tests or makeup assignments for this course.
Deadlines for all assignments are strictly observed. No late submissions will be accepted. In an extreme circumstance beyond the student's control, a student *may* request that an assignment be accepted at a later date, provided that s/he has a valid reason for missing the deadline with valid documentation. (Taking a trip for leisure, attending a wedding, for example, will not be a valid excuse.) With no documentation, your request *may not* be considered. This request needs to be made in a *timely* manner within one week of the deadline, or as soon as possible. *In the case that the instructor does approve the late submission, the late submission will result in a 10% point deduction off the assignment in all cases regardless of the reason.*

Details of Grading:

- **Grader Projects (MS Office Hands-on Tasks) (40%)**

Students will submit 14 short projects throughout the semester that will demonstrate their abilities to use a word processor (Word), electronic spreadsheet (Excel), database (Access), and presentation package (PPT); following directions is imperative for these! These projects are covered in the chapters of the Grauer Exploring Office 2019 material. We will cover 14 chapters in that book: Word-4, Excel-4, Access 2, PowerPoint-4. *You must score 70% or higher to receive credit for each grader project. If your score is below 70%, you will receive NO credit.* You may attempt *unlimited* times before the deadline. These projects will be computer scored, so there will be no human bias added to the assessment; it will be clean, objective grading. Therefore, it is critical that you follow directions very carefully. Results should be immediate.

Important! *All downloaded start files are encrypted **with the student's name and ID number**. Therefore, you must upload the same file you download or the entire file will be marked as having "integrity violations" and will be considered plagiarized. You must download the "start file" before submitting your project. You must submit your downloaded file with the modifications you are instructed to complete. Uploading any other file will award no point. I will know who violated and whose file was used. In this case, all parties involved in academic dishonesty activities will have consequences and will receive zero point for the particular assignment.*

Due dates for the projects are grouped at the end of the study of each of the applications. Therefore, there are only four due dates for Grader projects; see the schedule for the exact dates. These dates cannot be changed. You may submit work early or weekly **but not late**. Students are encouraged to complete each Grader project during the week that the Grader project is introduced. *Do not wait till the last minute to complete Grader projects.*

There are multimedia learning materials for each application chapter within MyLabIT. These should be accessed before doing the projects. I will also provide grader project video tutorials for your reference.

- **MS Office Applications Quizzes (15%)**

There will be a short, 10 Multiple Choice quiz for each of the 14 chapters, Windows 10 and Office Common Features covered in the Grauer Exploring Office 2019 material. You will have two attempts at these quizzes; you will get the highest of the two scores. You will take these quizzes at your convenience before due dates. As always, if your Internet connection freezes, your computer malfunctions, etc. during either of these attempts, you have used up one attempt. *You are responsible for using a reliable computer and Internet access for all aspects of this class.*

- **Technology in Action (TIA) Chapter Quizzes (10%), Reflection Quizzes (5%), Self-Introduction (2%), & Syllabus Quiz (2%) & Discussions (6%)**

There will be nine quizzes to assess your knowledge of each chapter of the **Technology in Action** (TIA) textbook. You will have *two chances* to take every TIA quiz/exam. Questions will be about the content of the textbook and the multimedia resources introduced in each chapter. If

you have a computer failure, internet disconnect, etc. during any of your attempts, you have just used up that attempt. You will *receive the highest* of the two scores. No late quizzes!

At the beginning of the semester, you will post **a brief self-introduction** at the *Laulima* Discussion site. See further instructions on Laulima. **Reflection quiz** (RQ) covers materials from previous classes and is intended to serve as a review exercise. You will find the Reflection Quiz on Laulima. Reflection quiz will be given on Mondays. You have 24 hours to take the RQ (Mon 12 am to 12 pm). RQ is a ten-minute quiz and *open book. Because this class is an accelerated course, you may have two RQs*. The instructor may also give you unannounced RQ pop quizzes. **You must submit these pop quizzes within 48 hours of the announcement. <mark>No make-ups allowed.</mark>**

It is imperative to understand what is required from you for this course. The syllabus explains the structure of the course, grading criteria, what is expected from students, and resources you need to succeed in the course. Reading the syllabus (and the schedule) carefully and understanding the requirements at the very beginning of the semester is key to your success. **A syllabus quiz** will check your understanding of the syllabus during the first week.

- **Discussions on Tech Topics (3Rs- research, reflect & report) (6%)**

This activity is done at the *Laulima* Discussion Site. Students are expected to carry out a brief *research* on a topic and *reflect* and *report* their findings *in their own words* on the *Laulima* discussion site. Students are expected to submit their report in a minimum of 12 sentences (6 points) and two comment postings (2 points + 2 points) that are either in whole or in part in response to their classmates' posts to each discussion. Students must submit their report and comments by the dates they are due, as forums will be locked immediately after the due dates. These discussions are vital to developing a community as a class. Discussion will be informal postings that means that students do not need to follow an APA writing style, or academic conventions. However, students must cite the information source. Discussions will allow students to demonstrate their awareness of the various issues associated with technology and develop critical thinking skills.

(Although I will be posting the topics and reading each and every posting, I probably will not be entering into the discussion too much so as to not influence the flow too much. I have found in previous semesters that if I voice too much of my opinion, some students will just reflect back to me what I have said. That's not what this is about. This is an opportunity for you to discuss issues related to technology, and unless there is some abuse or major inaccuracy, I will probably let the discussion flow.)

- **TIA Midterm and Final Exams (5% each = 10%)**

There will be a Midterm exam (5%) that covers the TIA chapters one through four, and a Final Exam (5 %) that covers the TIA chapters five through nine. Midterm exam will have 40 multiple choice questions, and 50 MC questions for final exam. You will have 100 minutes to complete it. You may have two attempts at these exams; you will get the higher of the two scores. These exams are *open book* exams and the final exam is given during the final exam period.

- **Final Video Project (10%)**

You will create a short MP4 video from PowerPoint slides. First, you will create PPT slides about yourself with audio files. Then, embed them in the PPT slides. After you inserted your audios, you will convert your PPT slides into an MP4 file. The length of the video should be from 3 minutes to 5 minutes. Students will make a minimum of two comments on classmates' projects. See the final project handout posted at the Laulima Syllabus & Schedule tab for further instructions.

- **Extra Credit**

There may be extra credit opportunities at the instructor's discretion. You can earn up to five points toward your cumulative grade.

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.

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:

Title IX Contacts:
Desrae Kahale *Confidential Resource*
808-235-7393
dkahale3@hawaii.edu

Jojo Miller, *Confidential Campus Advocate*
808-348-0663
jojo.miller@hawaii.edu

Leslie Cabingabang *Senior Confidential Advocate*
808-348-0432
leslie.cabingabang@hawaii.edu

To file a report online: https://report.system.hawaii.edu/student

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: Alakaʻi 121
- Phone: (808) 235-7422

A Note from the Instructor

Do not hesitate to contact me. If you have any questions, problems, or concerns regarding the course, just talk to me after class or email me or make an appointment for Zoom appointment or text me at my phone. (My phone number is listed on Laulima). I will get back to you ASAP or at the latest within 24 hours. We are in this together. I'm here to help and support your success in this course. If you are dealing with extenuating 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. I look forward to learning together this semester.

Windward CC ICS 101 Spring 2023 8 Week Schedule

Week	Tasks (What to Do)	Deliverables by End of the Week DUE Sunday 11:55 pm
Week 1 3/6-8 (Wed Due)	Orientation, Syllabus & Schedule, Log onto MyITLab, Laulima Discussion (Self-Intro) (3/7 Last day to receive 100% tuition refund)	Introduce yourself at *Laulima Discussion* Syllabus Quiz (Laulima)
3/9-12 Sun Due	Technology in Action (TIA) Chap 1 (Textbook, PPT Lecture) Windows 10 OS, Office Common Features Word Chap 1 Grader Project Introduction	TIA Chap 1 Quiz (MyLabIT) Windows 10 OS Quiz (Laulima) Office Common Features Quiz (Laulima)
Spring Recess (3/13 – 3/17 No Assignment Due) (3/17 Last Day to withdraw without a W, last day to receive 50% tuition refund)		
Week 2 3/20-22 (Wed Due)	TIA Chap 2 (Text, PPT, Help Desk Calls) Word Chap 1 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 2 Quiz (MyLabIT) Word Chap 1 Quiz (MyLabIT) (Word Chap 1 Grader project) (MyLabIT)
3/23-26 Sun Due	TIA Chap 3 (Text, PPT, Help Desk Calls) Word Chap 2 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 3 Quiz; **Discussion 1** Word Chap 2 Quiz (Word Chap 2 Grader project)
Week3 3/27 – 29 (Wed Due)	TIA Chap 4 (Text, PPT, Help Desk Calls) Word Chap 3 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 4 Quiz, Word Chap 3 Quiz (Word Chap 3 Grader project)
3/30 - 4/2 Sun Due	Word Chap 4 (PPT, Text, Quiz, **Grader Project**)	Word Chap 4 Quiz **Word Chap 1 – 4 Grader Projects**
Week 4 4/3 – 5 (Wed Due)	Excel Chap 1 (PPT, Text, Quiz, **Grader Project**)	Excel Chap 1 Quiz **TIA Midterm Exam (Chaps 1,2,3,4)** (Excel Chap 1 Grader project)
4/6 – 9 Sun Due	Excel Chap 2 (PPT, Text, Quiz, **Grader Project**)	Excel Chap 2 Quiz (Excel Chap 2 Grader project)
Week 5 4/10-12 (Wed Due)	TIA Chap 5 (Text, PPT, Help Desk Calls) Excel Chap 3 (PPT, Text, Quiz, **Grader Project**) (4/11 Last Day to withdraw with a W)	TIA Chap 5 Quiz, **Discussion 2** Excel Chap 3 Quiz (Excel Chap 3 Grader Project)
4/13-16 Sun Due	Excel Chap 4 (PPT, Text, Quiz, **Grader Project**)	Excel Chap 4 Quiz **Excel Chap 1 – 4 Grader Projects**
Week 6 4/17-19 (Wed Due)	TIA Chap 6 (Text, PPT, Help Desk Calls) Access Chap 1 (Must use a PC)	TIA Chap 6 Quiz, Access Chap 1 Quiz (Access Chap 1 Grader Project)
4/20-23 Sun Due	TIA Chap 7 (Text, PPT, Help Desk Calls) Access Chap 2 **Begin Final Project** PowerPoint Chap 1 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 7 Quiz, Access Chap 2 Quiz **Access Chaps 1 & 2 Grader projects** PPT Chap 1 Quiz (PPT Chap 1 Grader project)
Week 7 4/24-26 (Wed Due)	TIA Chap 8 (Text, PPT, Help Desk Calls) PowerPoint Chap 2 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 8 Quiz, PPT Chap 2 Quizzes (PPT Chap 2 Grader project) **Discussion 3**
4/27-30 Sun Due	TIA Chap 9 (Text, PPT, Help Desk Calls) PowerPoint Chap 3 (PPT, Text, Quiz, **Grader Project**)	TIA Chap 9 Quiz PPT Chap 3 Quizzes (PPT Chap 3 Grader project)
Week 8 5/1-3 **Wed Due**	PowerPoint Chap 4 (PPT, Text, Quiz, **Grader Project**) Complete Final Project	PPT Chap 4 Quiz **PPT Chap 1-4 Grader Projects** **Final Project Due: Post your link/URL in** *Laulima* **Discussion**
5/4-5 Fri Due	**Final Project Comments Due May 5** Prepare for Final Exam	
5/8-12	**Final Exam (Chap 5,6,7,8,9)** Day & Time TBA	

- ( ) means soft deadlines, i.e. suggested deadlines, and not absolute deadlines.