



UNIVERSITY of HAWAII
WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko'olau

ICS 101 - Digital Tools for the Information World

Fall 2024

3 Credits | CRN 64014

Distance Learning

Windward Community College Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'akeakamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu — hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

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 O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence

Instructor Information

How to Contact Your Instructor

Instructor: Laura Sue
Office: Hale Palanakila 119A
Office Hours: By appointment
Telephone: (808) 236-9253
Email: laurasue@hawaii.edu

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

Course Information

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.

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 webpages 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 issues involved in the use of computer 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 webpages 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 issues involved in the use of computer technology.		x			x

Course Format

This is a fully online, asynchronous 16-week course. Assignments will be posted in Lulima, and it will be up to the student to decide when, during the open period, to work on the assignments. The course schedule is included in this syllabus as well as in Lulima. Assignments will be due on **Sundays at 11:55 pm**, and some assignments will be open for multiple weeks.

Students will interact with peers and the instructor through extra credit discussions in Lulima. Students are also welcome to schedule meetings with the instructor at any time throughout the semester.

Course Technology

Lulima Learning Management System

- [Lulima \(Sakai\) Accessibility](#)
- Lulima will be unavailable daily from 3:00 am-4:00 am HST for server backup and maintenance.
- Lulima automatically logs you out *if it does not detect activity for two hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lulima, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: [RSI Definition-WCC](#).

Required Software

You will need a computer running Microsoft Office 2016/2019/2021 for Windows or Mac, including the following applications:

- Word
- Excel
- Access*
- PowerPoint

If you do not have Microsoft Office installed on your own computer, you are eligible to install and run Microsoft Office as a WCC student. Please see [this page for more information](#), or contact the instructor.

***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. Windows laptops may also be borrowed through the [WCC library](#). Contact the instructor if you need help requesting a laptop.

Cengage MindTap

We will be using Cengage MindTap as our digital textbook and to complete assignments in a simulated Microsoft Office environment. MindTap can be accessed via a link in our Lualima course. Learn more about Cengage MindTap here: <https://www.cengage.com/mindtap/>

Other Technology

The following technologies may be used in this class. Contact the instructor if you would like to discuss the use of alternate options or technologies.

- [Google Slides](#) may be used for sharing presentations ([accessibility statement](#), [privacy policy](#))
- [Zoom](#) may be used for virtual meetings ([accessibility statement](#), [privacy policy](#))

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Grading Policy

Assessment Tasks and Grading

All assignments will be due on **Sunday nights at 11:55 pm.**

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 Lualima site. A score of 90% or higher will earn you full credit for MindTap assignments.

Learning Exercises: The Learning Exercises for Microsoft Office will be simulations that you will complete in MindTap. For other topics, there will be videos/presentations that you will follow along 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 Microsoft Office will be simulations in MindTap. 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). You will need to use a computer running these applications in order to complete these assignments.

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 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.

Late work: Lulima assignments may be submitted up to one week late for an automatic penalty of 10%. Unfortunately, there is no late period for MindTap assignments. No assignments will be accepted after Thursday, December 12, 2024, the last day of instruction for Fall 2024.

Assignments	Points	Percentage of Total
Learning Exercises	66	12%
Homework Assignments	218	40%
MS Office Projects	160	29%
Research Project	30	5%
Final Exam	75	14%
GRAND TOTAL	549	100%

Final grades for the course will be as follows:

- A 90-100% of possible points
- B 80-89.99% of possible points
- C 70-79.99% of possible points
- D 60-69.99% of possible points
- F Less than 60% of possible points

Weekly Assignments

Week	Date	Topic	Due Dates
1	8/26/24	Introduction to ICS 101, ACM Code of Ethics, Time Management	Week 1 Assignments Sun 9/1/2024
2	9/02/24	Email, Computer Basics, File Management	Week 2 Assignments Sun 9/8/2024
3	9/09/24	Word	
4	9/16/24	Word	
5	9/23/24	Word Project	Week 3-5 Assignments Sun 9/29/2024
6	9/30/24	Excel	
7	10/07/24	Excel	
8	10/14/24	Excel Project, Ethical Issues	Week 6-8 Assignments Sun 10/20/2024
9	10/21/24	Access	
10	10/28/24	Access	
11	11/04/24	Access Project, Information Literacy	Week 9-11 Assignments Sun 11/10/2024
12	11/11/24	PowerPoint	

Week	Date	Topic	Due Dates
13	11/18/24	PowerPoint	
14	11/25/24	PowerPoint Project	Week 12-14 Assignments Sun 12/1/2024
15	12/02/24	HTML & CSS	Week 15 Assignments Sun 12/8/2024
16	12/09/24	Research Project	Research Project Thurs 12/12/2024
Finals	12/16/24	Final Exam	Final Exam Fri 12/20/2024

Academic Integrity

Work submitted by a student must be the student's own work. 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 incident will be sent to the Vice Chancellor for Student Affairs. For more information, please see the college catalog for the school's policy on academic dishonesty.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

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.

Office Hours: Since this is a distance learning course, there will be no set office hours. Instead, please feel free to arrange an appointment, either face-to-face or virtual, with the instructor.

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. The instructor will respond to emails within 24 hours, excluding weekends and holidays.

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.

How to Seek Academic or Technical Support

Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

Technical Support

- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Laulima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La‘akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Laulima – Click on the [Request Assistance](#) link at the bottom of any Laulima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College’s Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako‘o 105) for more information.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. 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 is experiencing basic needs insecurity, please see the [UH System Basic Needs website](#).

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts website](#) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or [online](#).

Title IX - Sex Discrimination And Gender-Based Violence Resources

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, UH System Confidential Advocate
 Phone/Text: (808) 348-0432 or (808) 341-4952
 Email: advocate@hawaii.edu
 Office: Hale Kāko'o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
 Phone: (808) 235-7468

Email: mozoa@hawaii.edu

Office: Hale Kāko'o 109

Desrae Kahale, Mental Health Counselor & Confidential Resource

Phone: (808) 235-7393

Email: dkahale3@hawaii.edu

Office: Hale Kāko'o 101

Karen Cho, Deputy Title IX Coordinator

Phone: (808) 235-7404

Email: kcho@hawaii.edu

Office: Hale 'Alaka'i 120

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/