ICS 101 Digital Tools for the Information World
Credits: 3 | CRN: 64146
Days & Time: Online Asynchronous
Course Dates: 10/21/24 - 12/13/24

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 2024

Student Instructor: Zackery Hunter Inouye | **Email:** zhk@hawaii.edu
Phone: (808) 277-4113 (please text only)
Zoom ID: 667 694 3589

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 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.

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**).

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Student Learning Outcomes

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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.

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Student Learning Outcomes & Assessment

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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 communications to effectively interact with other computer users and to prepare for higher-level computer courses.		X	X

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

Assessments - Course Tasks - Grading

Course Content	Percent of Final Grade
Simnet: 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 **50%** of your final grade.	**50%**
Laulima Assignment Projects: There will be a total of 4 Assignments & Projects assigned this semester. The Projects which will account for up to **30%** of your final grade.	**30%**
Laulima Discussions: There will be a total of 4 *Laulima Discussions* assigned this semester. The *Discussions* will account for up to **20%** of your final grade.	**20%**
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 Note/UH's Student Verification Policy**. You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **10/28/24** 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 26, 2024 - First Day of Instruction
- October 28, 2024 - Last day for complete an assignment to meet terms of UH's Verification Policy.
- September 2, 2024 - *HOLIDAY - Labor Day*
- September 3, 2024 - *Last Day for 100% refund fall 2024*
- September 17, 2024 - *Last day to without a "W" grade on transcript*
- November 4, 2024 - *Last day to with a "W" grade on transcript*
- November 11, 2024 - *HOLIDAY - Veterans' Day*
- November 28, 2024 - *HOLIDAY - Thanksgiving Day*
- December 13, 2024 - *All remaining coursework due*

Activities Required to be Successful in this Course

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.

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.

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. **(808) 235-7418**

<mark>**McGraw Hill Customer Experience (Technical Support):** Please contact the resource below ASAP if you are experiencing and technical issues with Simnet.
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)</mark>

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
- <mark>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.</mark>
- 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. <mark>You will **not** be able to fully complete this course with a Chromebook</mark>
- 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 | Phone: (808) 235-7307

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 Laʻakea 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 & Course Policies

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 Hawaiʻi system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, 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.

[Due to UH's Student Verification Policy,](#) the first Laulima Discussion must be completed by 10/28/24. If you fail to complete this discussion by 10/28/24, you will automatically be dropped from the class.

Late Work
- All Course Work must be completed by the assigned due dates.
- **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.](#)

Academic Integrity—Cheating and Plagiarism

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.20](#)8

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.

Support Services & Policies

Disabilities Accommodations

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 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, email: royinouy@hawaii.edu or you may stop by Hale Kākoʻo 105 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.](#)

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 Hawaiʻi 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 Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393

Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 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/

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.