



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ICS 101 Digital Tools for the Information World

Credits: 3 | **CRN:** 61269

Days & Time: Online Asynchronous

Course Dates: 1/8/24 – 3/1/24

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: Spring 2024

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 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. 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 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	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.		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

Assessments - Course Tasks - Grading

<i>Course Content</i>	<i>Percent of Final Grade</i>
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 40% of your final grade.	40%
Laulima Assignment Projects: There will be a total of 4 Assignments & Projects assigned this semester. The Projects which will account for up to 40% of your final grade.	40%
Laulima Discussions: There will be a total of 4 <i>Laulima Discussions</i> assigned this semester. The <i>Discussions</i> 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.

<i>Grade</i>	<i>Percentage Points</i>
A	90-100 out of 100 possible points

<i>Grade</i>	<i>Percentage Points</i>
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

*** Mandatory student/instructor meetings**

There will be **2 required** student/instructor zoom meetings that will be part of the Laulima assignments and will account for up to **10%** of your final grade.

1. The **1st** meeting will take place within the first **2 weeks** of the semester. [Please book your 1st meeting with me through Star Balance within the first 2 weeks of the semester.](#)
2. The **2nd** meeting will take place within the last week of January through the first week of February. [Please book your 2nd meeting with me through Star Balance within the last week of January through the first week of February.](#)

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 **1/10/24** 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

- January 8, 2024 - *First Day of Instruction*
- January 9, 2024 - *Last day for 100% refund*
- **January 10, 2024 - [Last day for complete an assignment to meet terms of UH's Verification Policy.](#)**
- January 15, 2024 - *HOLIDAY: Dr. Martin Luther King Day*
- January 17, 2024 - *Last day to Withdraw without a "W"*
- January 17, 2024 - *Last day to Withdraw with 50% refund*
- February 9, 2024 - *Last day to Withdraw with a "W" grade*
- February 19, 2024 - *HOLIDAY: Presidents Day*

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 **40%** of your final grade. **A charge of approximately \$56 for the digital course material through IDAP will be added to your MyUH account through 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.

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.bookstore.hawaii.edu/wcc/site_IDAP.asp. 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

- 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.
- **You should not be taking this class if you will not have regular access to a computer, the appropriate software needed to complete the course, and the Internet, throughout the semester.**

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

Academic Integrity & Policies

Assignment Due Dates

All Course Work must be completed by the assigned due dates.

Important Notes

- [Due to UH's Student Verification Policy](#), the first Laulima Discussion must be completed by **1/10/24**. If you fail to complete this discussion (or any other assignment) by **1/10/24**, you will automatically be dropped from the class for not completing UH's Student Verification Policy.
- **Exceptions for late work will be made due to extenuating circumstances** (*e.g. illness, housing, death in family, etc*) [upon the approval of the instructor and the Vice Chancellor of Student Affairs](#).

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.

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.

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.

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:

Kaahu Alo, Student Life Counselor & Designated Confidential* Advocate for Students
Phone: (808) 235-7354
Email: kaahualo@hawaii.edu
Office: Hale 'Ākoakoa 232
**confidentiality is limited*

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

Mykie Ozo-Aglugub, Title IX Coordinator/
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kako'o 109

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-0952
Email: advocate@hawaii.edu
Office: Hale Kāko'o 107 (Wednesdays)

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:

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- 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.