

Digital Tools for Info World

Information & Computer Science (ICS - 101, CRN 62330)

Fall, 2025

SYLLABUS CHANGE POLICY:

Information contained in the course syllabus may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Updates to the syllabus will be communicated via announcements and email.

Course Description

ICS 101 provides 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.

Course Learning Outcomes:

Upon successful completion of ICS 100, the student should be able to:

- Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
- Utilize operating system interfaces to manage computing resources effectively and securely.
- 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.
- Describe ethical and security issues involved in the use of computing technology.

Course Format

This course is a 16-week 100% online course and there will be no physical class. All work will be assigned and assessed via the course website on Lamaku (Forum discussions), and Cengage (projects, quizzes, and exams). Assignments will appear on the course website on Wedbesday by the Noon of the week the related material is covered in the syllabus schedule and will be due by the following Tuesday evening.

Required Materials

Cengage:

This book bundle is also available in IDAP format. Follow Instructions send out to you by the school bookstore, welcome email about IDAP.

To access your course materials:

Log into Lamaku, go to content TAB , click Cengage



ICS 101:Digital Tools for Info World [WIN.62330]F25



Course Key: MTPQ8NK5B0GH

Primary Instructor: Boris Bogaczewicz

Section Dates: 8/24/2025 - 12/21/2025

COPY SECTION | EDIT SECTION | DELETE SECTION

Cengage MindTap access and books in one package:

The New Perspectives Collection, Microsoft® 365® & Office®

by Jennifer Campbell, Patrick Carey, Ann Shaffer

1st Edition

Supplemental Materials:

- MS Office 365 University includes: Word, Excel, PowerPoint, OneNote, OneDrive, and more!
- Licensed users may install and run Office on up to 5 devices (virtual machines count as a device).
- Click here to register for MS Office 365 University using your "hawaii.edu" email account.
- Course site is available

Grading Scale:

Grade Points	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
below 60	*F*

Assessment	Total Points
Self-Introduction	5
Windows/TIA/Office End of Chapter Quizzes & Projects	38
Forum discussions (x4)	12
PowerPoint Presentation	5
Mid-Term	20
Final Exam	20
Total	100

Tentative Course Schedule

The following schedule is subject to change. Should changes occur, you will be notified by email. For all other important dates, please consult the Academic Calendar. Course Schedule

Weekly Schedule

Week	Subject
Week 1	Course Orientation
Week 2	Artificial Intelligence
Week 3	Technology for Success: Computer Concepts
Week 4	Operating Systems
Week 5	Microsoft Teams
Week 6	Word
Week 7	Excel
Week 8	**Midterm**
Week 9	Access
Week 10	Power Point
Week 11	Office Integration Project
Week 12	Outlook
Week 13	Career Readiness - Resume Project
Week 14	Power Point Presentation Project
Week 15	MOS Training Elements
Week 16	**Final**



Student Information

Student Responsibilities

Students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment.

Audio and Visual Recordings

Prior permission of the instructor is required for audio and/or visual recordings of lectures or class presentations. Student initiated recording(s) and use of any electronic means of capturing or transmitting lectures or class presentations are prohibited and may be subject to disciplinary action by the College.

Electronic Communication

For the consideration of classmates, all electronic devices must be turned off or to vibrate during class. Check your messages between classes or during the break.

Email

Every member of the system has a "hawaii.edu" email address. Students are to regularly log in to UH email and web services for announcements and email. Failing to do so will result in missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.
For access go to http://myuh.hawaii.edu.

Food and Drink

Food and drink of any kind are not permitted in the classrooms.

Uninvited Guests/Children

As a courtesy to your classmates as well as to your instructor, uninvited guests and children are not allowed in the classroom. Please make special arrangements for childcare. For childcare information, see Single Parents and Displaced Homemakers Program under "STUDENT SUPPORT SERVICES."

Work Area/Workstations

In consideration of other classroom users, please shut down computers, clear workstation area of all rubbish, and return chairs to their proper position at the end of each class session.

GRADES AND ATTENDANCE POLICY (FROM CATALOG)

Grading Policies and Grades

Final grades are made available to students about a week after the final examination period ends through http://myuhinfo.hawaii.edu/. Students can view and print copies of their grades from the portal. No grade reports will be mailed. However, students may request a hard copy grade report at Service Center

Attendance

Regular attendance at class and laboratory sessions is expected for all courses. Specific attendance policies are in the course syllabus. Students with valid reasons for temporarily not attending a class should inform the instructor or department chair. Students will receive a grade of "F" if they do not officially withdraw from a class that they have stopped attending. All withdrawals must be completed by the stipulated deadline.

Removal of Incomplete Grade

An incomplete grade may be removed by completion of the deferred work and the instructor's assignment of a grade taking into consideration the completed work. Incomplete work must be made up within the first ten weeks of the following semester. If a student fails to submit the required work by the deadline, the Incomplete grade will automatically be converted to the grade initially submitted with the "I" (Incomplete) by the instructor.

Grade Appeals

Students who wish to appeal an assigned grade should first discuss the concerns with the instructor of the course. If desired, the student may further appeal to the department chair and the respective dean. Students should also consult the college's policy on academic grievances available from the Office of the Vice Chancellor for Student Affairs

Registration, Adds, Drops and Changes

Students may register on-line for classes through MyUH at http://myuhinfo.hawaii.edu/ starting at their assigned registration time. They may also register in person. Information and Service Center according to the printed registration schedule found in the Registration Guide. Any changes to their schedule after the initial registration session may be made on-line or in person. Beginning on the first day of classes for each term, a $5.00 fee will be charged for each registration change made in person, but there is no charge for on-line transactions.

Semester-long (16-week) classes may be dropped through the end of the tenth week of instruction. However, official withdrawals during the first three weeks of the semester will not be noted on students' academic records. The change of registration period for modular (less than 16 weeks) classes varies. The academic calendar, including deadlines, is available omline. Instructor consent is not required, and the student—not the instructor— is responsible for processing the change. Late withdrawals, however, require approval of the instructor and the chair of the department that offers the course. Withdrawals after the deadline are permitted only for unusual or extenuating circumstances beyond the student's control. Withdrawal deadlines can be found on the academic calendar web page at https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAP. Click on the course CRN (Course Record Number).

Students will receive a grade of "F" if they do not officially withdraw from a class that they have stopped attending

STUDENT REGULATIONS (FROM CATALOG)

All of Windward Community College Student regulations are explained in the catalog. Listed below are some of the "Policies and Regulations".

Student Conduct Code

Conduct expected of students at Windward Community College is defined in the University of Hawai'i Board of Regents' Statement on Rights and Responsibilities of the University of Hawai'i Student Conduct Code. Windward Community College has a Student Conduct Code that defines expected conduct for students and specifies those acts subject to University sanctions. The student conduct code may be accessed http//windward.hawaii.edu/regulations-policies-and-data/student-conduct/. Copies of the Student Conduct



Academic Dishonesty, Cheating, and Plagiarism

Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University. Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University of Hawai'i record, and misrepresenting the facts in order to obtain exemptions from course requirements. Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory reports from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results. Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University.

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. You may not share disks, files, or printouts. If you have concerns, please discuss them with your instructor.)

Disruptive Behavior

Windward Community College defines disruptive behavior as speech or action that

- is disrespectful, offensive, and/or threatening.
- interferes with the learning activities of other students.
- impedes the delivery of college services; and/or
- has a negative impact in any learning environment – including department and staff offices, the library, the Learning Assistance Centers, labs, clinical sites, service-learning sites, etc.

Disruptive behavior includes physically or verbally harassing, threatening, or abusing or acting abusively toward an instructor, staff member, or student in any activity authorized by the college.

Lethal Weapons

Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Illicit Drugs and Alcohol

This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

POLICIES/ACTS (FROM CATALOG)

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records.

Tobacco Products Policy

Windward CC is designated as the University of Hawai'i Community Colleges' Health Education Campus. Given this recognition, the college is striving to promote a culture of health and wellness on campus so as to reduce the health-related factors that research shows have a negative effect on student learning, achievement, and success. Consequently, as of August 19, 2012, the college established its policy as a non-smoking, tobacco product free campus.



WINDWARD COMMUNITY COLLEGE PROGRAMS AVAILABLE TO STUDENTS. PLEASE REFER TO THE CATALOG FOR DETAILS.

Career and Technical Education Program
Transfer Program
Continuing Education and Training Programs
Senior Program
International Education
Windward Service and Sustainability Learning (KSSL)
First-Year Experience
King William Charles Lunalilo Scholars Project (Lunalilo Scholars Project) Science, Technology, Engineering and Math (STEM)
Center on Responsive Education (CORE) Honors Program
Independent Study

STUDENT SUPPORT SERVICES

Disability Accommodations and Support Services, Disability Support Services Office (DSSO)

Windward Community College is committed to a barrier-free campus, ensuring that all students have equal access to education. The college agrees to make academic adjustments to ensure non-discrimination of students with disabilities. This commitment is in accordance with applicable state and federal laws, including the Americans with Disabilities Act, and Sections 504 and 508 of the Rehabilitation Act. Online services and information can be accessed at http://www.Leeward.hawaii.edu/campus-life/student-services/disability-support-services-office- dsso/

DSSO/Deaf Center Reminders (from DSSO changes each semester)

If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability so that we may coordinate the accommodations you need, you are invited to contact the Disability Support Services Office (DSSO)

TRIO Student Support Services

TRIO Student Support Services helps students attain their academic goal of graduation or graduation and transfer to a baccalaureate institution within four years. To be eligible, students must qualify as low-income as defined by the federal government or be a first-generation student (parent or legal guardian does not have a baccalaureate degree) and/or have a documented disability and be a U.S. citizen or permanent resident. Students must take an English placement test and place at the English 22 level or higher, enroll as a full-time student and have academic need as defined by the program. The program is funded by the U.S. Department of Education. The following services are provided: academic advising and course selection, financial aid support - FAFSA and scholarship applications, tutorial assistance, financial literacy, advising on non-academic concerns, career counseling support, transfer support services, peer mentoring, cultural diversity enrichment and midterm assessment. For more information, contact the program counselors at (808) 734-9553.

Services for Deaf and Hard-of-Hearing Students

Windward Community College has the largest population of deaf and hard of hearing students among all the campuses in the University of Hawai'i System. The students come from a variety of educational backgrounds and geographic locations. Through coordination of services with Leeward Deaf Center, Disability Support Services Office, and the State Department of Vocational Rehabilitation, a strong foundation of supplemental support has been built to assist the students. Deaf and hard-

of-hearing students may receive the following support services: application, orientation, and registration assistance; academic, personal, and career counseling by a counselor fluent in American Sign Language; interpreters for any credit or continuing education class, workshop, or campus activity; computer assisted note-takers; note-takers; and tutors. Individuals desiring information about these and other services may contact the Leeward Deaf Center at (808) 734-9210 (V Telecommunication Device for the Deaf [TDD] relay service at 711). Campus TTY locations are printed on the campus map.

Counseling

Counseling Counselors are available to assist prospective as well as enrolled students with educational, personal, and career concerns. Counseling services are available in the areas of self-evaluation, selection of majors, and academic planning. Interest inventories are also available to students, upon request, to assist them in narrowing possible career choices. In addition to individual and group counseling sessions, STAR, a degree audit program, is available to help students in their second and subsequent semesters' selection of courses. The degree audit focuses on courses to complete graduation requirements in the shortest amount of time and provides other helpful advice.

Student Support and Counseling

provides counseling services based on their mission to ignite, enlighten, transition, and integrate students into developmental and college-level coursework. The counseling faculty do this through a framework of targeted interventions that promote self-awareness and personal growth that connects students to learning experiences and resources that empower them to succeed.

OTHER SERVICES

Please refer to the catalog for details and an extensive list of services. Listed below are some of the commonly used services.

Single Parents/Displaced Homemakers Program
Violence Prevention Task Force
Kapo`oloku Program for Native Hawaiian Student Success
Kualia ma Kapi`olani – The Native Hawaiian Career and Technical Education Project Kuilei
Outreach Program
Transfer Year Experience Program
Maida Kamber Center for Career Exploration, Transfer and Graduation Services Mental
Health and Wellness Program
Military and Veterans Program (MVP) Academic
Advising

STUDENT INFORMATION (FROM VARIOUS OFFICES)

From Vice Chancellor for Student Affairs:

Windward Community College (WCC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. To know more about Title IX please visit LCC's Title IX Website: http://tinyurl.com/titleixkapcc.

Reporting: If a student chooses to confide in a faculty member or if a faculty member observes an incident regarding an issue of sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender- based discrimination, and gender-based bullying and hazing, **faculty are required by federal law to report these issues** to WCC's Title IX Coordinator

Confidentiality: If a student does not wish to formally report an incident to a faculty member, but wishes to speak to someone confidentially about any of the behaviors listed above, the student can speak to the confidential space counselors on campus:

Filing a complaint: If you have experienced or observed discrimination or harassment you may make a formal complaint by contacting the Title IX Coordinator, Dr. Brenda Ivelisse at (808) 734-9522.