



UNIVERSITY of HAWAII
WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko'olau

ICS 101 Digital Tools for the Information World

Spring 2025

3 credits | CRN: 60141

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 'ake akamai 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 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.

Instructor Information

Instructor: Michael Kato

Office: Palanakila 144 | **Telephone:** (808) 236-9296 | **Email:** katomich@hawaii.edu

Online Office Hours: Monday-Friday by appointment through phone, email or [Zoom](#)

Zoom meeting ID: 879 100 6658 - **Zoom Password:** wcc_kato

About

Aloha everyone and Welcome to ICS 100. My name is Michael Kato, and I will be the instructor for this [asynchronous](#) online course. I was raised and attended public schools in Windward Oahu, am a proud graduate of WCC, and am **committed** to seeing you succeed in this course. Please don't hesitate to contact me if you have any questions or concerns throughout the semester. 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**).

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

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. *Recommended Preparation: High School Algebra.*

Activities Required at Scheduled Times (other than class hours) & Course Format

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 2-5 hours each week to complete the Laulima discussions, assignments and Simnet activities (It is also *crucial* to check your email multiple times a day).

Important Note: Access to the Laulima class will be turned off after the last day of instruction.

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 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	Simnet	Laulima Assignments & 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	

Student Learning Outcomes	Simnet	Laulima Assignments & Projects	Laulima Discussions
Utilize operating system interfaces to manage computing resources effectively and securely.		X	
Utilize online resources for research and communication.		X	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	X
Describe ethical and security issues involved in the use of computing technology.	X	X	X

Required Materials

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 **50%** 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](#). (808) 235-7418

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)

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 course if you:**
 - Will not have regular access to a computer (including a charger), the appropriate software needed to complete the course, and Internet access throughout the semester.
 - Are traveling and do not have access to the items listed above.

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

Regular Substantive Interaction

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

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). 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 Lulima Discussion must be completed by **1/17/25**. If you fail to complete this discussion (or any other assignment) by **1/17/25**, you will automatically be dropped from the class.

Grading & Late Work Policy

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](#).**
- 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 the Lulima discussions and logged into Lulima on a regular basis.
- “I” grades will not be given in this course. You will be responsible for completing the coursework or withdrawing if you are unable to meet the course requirements.
- The class will lock, and you will not be able to access our Lulima class after the last day of instruction. Out of a matter of ethics and fairness to the rest of the class, late work sent to through email after and an assignment date has passed or after the class ends will not be accepted.

Assessment Tasks and 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

Each section of the course assignments will be account for the following grading percentages toward your final grade.

Course Tasks	Percent of Final Grade
Simnet: Simnet is an online interactive course management system that will be used extensively in this course. The Simnet assignments will account for up to 50% of your final grade.	50%

Course Tasks	Percent of Final Grade
Laulima Discussions: There will be various <i>Discussions</i> posted in Laulima throughout the semester. The Discussions will account for up to 20% of your final grade.	20%
Laulima Assignment & Projects: There will be various Assignments Projects in Laulima that will be administered throughout the semester. The Projects will account for up to 30% of your final grade. *	30%
Total	100%

Weekly Assignments: Monday – Friday

Week	ICS 100 Tentative Work Schedule - Subject to Change
Week 1: 1/13-1/16	Syllabus and Laulima Overview Discussion 1: Introductions - Due 1/17/25 Laulima Project 1: File Management - Due 3/7/25 Laulima Syllabus/Laulima Scavenger Hunt Assignment - Due 3/7/25
Week 2: 1/20-1/23	Simnet Overview: registration, Simbooks, exams, projects Simnet Group (2) Technology - Due 3/7/25 Word Ch1:SIMbook - Due 3/7/25 Word Ch1: Guided Project - Due 3/7/25
Week 3: 1/27-1/30	Discussion 2: Microchipping Humans - Due 3/7/25 Word Ch2: SIMbook - Due 3/7/25 Word Ch2: Guided Project - Due 3/7/25 Word Ch3: SIMbook - Due 3/7/25 Word Ch3: Guided Project 1 - Due 3/7/25
Week 4: 2/3-2/6	Word Ch4: SIMbook - Due 3/7/25 Word Ch4: Guided Project - Due 3/7/25 Laulima Project 2: Food Website - Due 3/7/25 Extra Credit Discussion: Food Website Reviews - Due 3/7/25
Week 5: 2/10-2/13	Excel Ch1: SIMbook - Due 3/7/25 Excel Ch1: Guided Project - Due 3/7/25 Excel Ch2: SIMbook - Due 3/7/25 Excel Ch2: Guided Project - Due 3/7/25
Week 6: 2/17-2/20	Excel Ch3: SIMbook - Due 3/7/25 Excel Ch3: Guided Project - Due 3/7/25 Excel Ch4: SIMbook - Due 3/7/25 Excel Ch4: Guided Project - Due 3/7/25 Discussion 3: Facial Recognition - Due 3/7/25

<p>Week 7: 2/24-2/27</p>	<p>PP Ch1: SIMbook - Due 3/7/25 PP Ch1: Guided Project - Due 3/7/25 PP Ch2: SIMbook - Due 3/7/25 PP Ch2: Guided Project - Due 3/7/25 PP Ch3: SIMbook - Due 3/7/25 PP Ch3: Guided Project - Due 3/1/24 Laulima Project 3: PP Presentation Unethical use of Computer Technology - Due 3/7/25 Discussion 4: Unethical use of Computer Technology - Due 3/7/25</p>
<p>Week 8: 3/3-3/6</p>	<p>Extra Credit Assignment: Worldwide View of Technology - Due 3/7/25 Access Ch1: SIMbook - Due 3/7/25 Access Ch2: SIMbook - Due 3/7/25 Access Ch3: SIMbook - Due 3/7/25 Access Ch4: SIMbook - Due 3/7/25</p>

Academic Integrity

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.
- Consequences increase with the severity of the offense and could include failing this class entirely as well as other repercussions.
- 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 7.208.](#)

AI & ChatGPT

Using AI language models such as Chat GPT or other similar models to complete assignments in this class will be considered academic misconduct and 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.

Student Responsibilities

- Log into the class and check your email multiple times a day.
- 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.

- Don't hesitate to contact your instructor if you have questions, concerns, or need assistance.
- Keep up with the weekly course schedule. This is an 8-week course and it can be easy to fall behind.
- Be kind and considerate when participating in class discussions (e.g. netiquette)

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 Lamakū 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.
- Lamakū – Click on the [Lamakū Help](#) link in the menu bar at the top of the Lamakū homepage 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 106) for more information.

TRIO PROGRAM

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Here is their contact info: <https://windward.hawaii.edu/trio/>

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](#).

LGBTQ+

The University of Hawai'i system and Windward Community College are committed to building an inclusive community that supports and advocates for all Students, Staff, and Faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. University of Hawai'i Commission on LGBTQ+ Equality at their website: <http://www.hawaii.edu/offices/president/lgbtq/> Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

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/

Important Dates

- January 13, 2025 - *First Day of Instruction*
- January 17, 2025 - *Last day for complete an assignment to meet terms of UH's Verification Policy.*
- January 20, 2025 - *HOLIDAY: Dr. Martin Luther King Day*
- January 20, 2025 - *Last day for 100% refund*
- February 5, 2025 - *Last day to Withdraw without a "W"*
- February 5, 2025 - *Last day to Withdraw with 50% refund*
- February 17, 2025 - *HOLIDAY: Presidents Day*
- March 17-21, 2025 - *Spring Break*
- March 21, 2025 - *Last day to Withdraw with a "W" grade*
- March 26, 2025 - *Prince Kuhio Day*
- April 18, 2025 - *HOLIDAY: Good Friday*
- May 7, 2025 - *Last Day of Instruction*