UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

ICS 101 Digital Tools for the Information World

Fall 2026 - 10/19/26 -12/11/26

3 credits | CRN: 62130

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 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.

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 101. My name is Michael Kato, and I will be the instructor for this asynchronous online course. I was raised and attended publics 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**).

Asking Course Questions

Please use course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, how work will be graded, etc. I will check Q&A [how often: per day and time ranges] and provide follow-up information there.

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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: Alakaʻi 121
- Phone: (808) 235-7422

Course Format & Structure

This course is offered in an 8-week time frame. All the course work must be submitted by the specified dates in our course schedule provided in this syllabus.

- The course format is asynchronous, meaning there will be no scheduled classes meeting times. You can log in and complete the assignments during the times that are most productive to you.
- All of the course content and assignments will be posted on the first day on instruction in Lamakū. You are free to work ahead of the course schedule (posted in syllabus) in our Lamakū course.
- **Important Note:** Although you will have this flexibility, all assignments, discussions, etc. must be completed by the assigned due dates.

Regular Substantive Interaction (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework through email and class announcements

All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible.

- **Announcements:** Weekly announcements and reminders will be sent out on Mondays. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible.

- **Lamakū & Simnet Assignments**
    - You will **have 2 w**eeks to complete each Lamakū assignment and discussions. *Anything assigned on a Monday will be due on the Friday of the following week.* **The exception would be the assignments from week 1**. The exception would Discussion 1 from week 1.
      Important Note: You will need to complete **Discussion 1 from week 1** (or any assignment (e.g. Lamakū discussion, assignment, Simnet assignment, etc.) by

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Monday 10/26/26. If you fail to do so, you will automatically be dropped from the class for not fulfilling the requirements of the Participation Policy.

- You will have until the last day of the course **12/11/26** to complete all of the Simnet assignments (e.g. SIMbook Lessons & Projects).
  Important Note: It is **strongly advised** that you try to keep up with the Simnet assignments and complete them within 2 weeks of the assigned dates. It will be very stressful and difficult if you wait until the last minute to complete them.

- **Lamakū Discussions**: There will be a total of **4** discussions throughout the class. Each discussion will be worth up to 5 points. You can 3 points by replying to the original discussion topic, and an additional 2 points by replying to one or more of your classmates' posts. You will have 2 weeks to complete each discussion. *Any discussion that is assigned on a Monday, will be on the Friday of the following week.*

- **Important Note:** All course activities, assignments, and due dates are listed in Lamakū on the Calendar.

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.

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 in an online course, it is *crucial* to log into Lamakū regularly and check the weekly Lamakū 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 Lamakū discussions,

assignments and Simnet activities (It is also *crucial* to check your email multiple times a day.

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**	**Lamakū Assignments & Projects**	**Lamakū 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	
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

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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 **$66** 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;
Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA)

Lamakū Learning Management System (https://Lamakū.hawaii.edu/d2l/home)

Learn about the Hawaiian meaning of the word "Lamakū": Lamakū Pronunciation, Meaning, and Importance.

- UHCC Lamakū Student Resources (how-to videos)
    - Contact UH ITS for 24/7 Lamakū assistance.
- Keeping Accessibility and UDL in Mind
    - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.
- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term. Be sure to save any coursework you may need from Lamakū *during* the term.
- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

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Other Technology

D2L Brightspace, the parent company of Lamakū, recommends users choose the latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari as their internet browser.

We recommend that students update their internet browser at the start of each term, search how to allow pop-up windows, adjust their cookies, and clear device history. Also, fully restart your computer and/or device from time-to-time to optimize performance.

Computer Platform

This course is offered throughout the UH system and is predominantly designed (e.g. instructions, assignments) to be completed using Windows Operating System.

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 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

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 Lamakū discussions and logged into Lamakū on a regular basis.

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- "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.

- You will not be able to submit worth through Lamakū 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%**
Lamakū Discussions: There will be various *Discussions* posted in Lamakū throughout the semester. The Discussions will account for up to **20%** of your final grade.	**20%**
Lamakū Assignment & Projects: There will be various Assignments Projects in Lamakū 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 101 Tentative Work Schedule – Subject to Change
Week 1: 10/19 –10/23	Syllabus and Lamakū Overview Discussion 1: Introductions - **Due 10/26/26** [1] Lamakū Project 1: File Management - **Due 10/30/26**

[1] **Important Note:** You will need to complete **Discussion 1 from week 1** (or any assignment (e.g. Lamakū discussion, assignment, Simnet assignment, etc.) by **Monday 10/26/26.** If you fail to do so, you will automatically be dropped from the class for not fulfilling the requirements of the Participation Policy.

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	Lamakū Syllabus/Lamakū Scavenger Hunt Assignment - **Due 10/30/26**
Week 2: 10/26 – 10/30	Simnet Overview: registration, SIMbooks, exams, projects Simnet Group (2) Technology - **Due 12/11/26** Word Ch1: SIMbook - **Due 12/11/26** Word Ch1: Guided Project - **Due 12/11/26**
Week 3: 11/2 – 11/6	Discussion 2: Hidden Dangers of Smart Devices - **Due 11/13/26** Word Ch2: SIMbook - **Due 12/11/26** Word Ch2: Guided Project - **Due 12/11/26** Word Ch3: SIMbook - **Due 12/11/26** Word Ch3: Guided Project 1 -**Due 12/11/26**
Week 4: 11/9 – 11/13	Lamakū Project 2: Food Website - **Due 11/20/26** Extra Credit Discussion: Food Website Reviews - **Due 11/20/26** Word Ch4: SIMbook - **Due 12/11/26** Word Ch4: Guided Project - **Due 12/11/26**
Week 5: 11/16 – 11/20	Excel Ch1: SIMbook - **Due 12/11/26** Excel Ch1: Guided Project - **Due 12/11/26** Excel Ch2: SIMbook - **Due 12/11/26** Excel Ch2: Guided Project - **Due 12/11/26**
Week 6: 11/23 – 11/27	**THANKSGIVING** Discussion 3: The Upending Job Market for College Graduates - **Due 12/4/26** Lamakū Project 3: Power Point AI Presentation Topics - **Due 12/4/26** Excel Ch3: SIMbook - **Due 12/11/26** Excel Ch3: Guided Project - **Due 12/11/26** Excel Ch4: SIMbook - **Due 12/11/26** Excel Ch4: Guided Project - **Due 12/11/26**
Week 7: 11/30 – 12/4	PP Ch1: SIMbook - **Due 12/11/26** PP Ch1: Guided Project - **Due 12/11/26** PP Ch2: SIMbook - **Due 12/11/26** PP Ch2: Guided Project - **Due 12/11/26** PP Ch3: SIMbook - **Due 12/11/26** PP Ch3: Guided Project - **Due 12/11/26** Discussion 4: Power Point AI Presentation Topics - **Due 12/11/26**
Week 8: 12/7 – 12/11	Access Ch1: SIMbook - **Due 12/11/26** Access Ch2: SIMbook - **Due 12/11/26** Access Ch3: SIMbook - **Due 12/11/26** Access Ch4: SIMbook - **Due 12/11/26**

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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.

Any form of academic dishonesty, including cheating, plagiarism, unauthorized collaboration, or distributing one's work to others, is strictly prohibited. Violations will result in significant disciplinary action in accordance with institutional policy. Offenders will be reported to the Vice Chancellor of Academic Affairs.

- Students will receive a failing grade for plagiarized or copied assignment/s in this course.
- If you get caught copying or submitting someone else's work as your own, your Final Grade at the end of the course will be deducted a full letter grade for each **infraction**. If you are the original owner of work that was submitted in this class, you will receive the same consequences. If it is work from a student who previously took my class, all offenders will be If it is work from a student who previously took my class, that individual will be reported to the Vice Chancellor of Academic Affairs. Here are the consequences for each infraction:
    1. 1st Infraction: You will receive a zero for the assignment and your Final Grade for the course will be marked down a full letter.
    2. 2nd Infraction: Your Final Grade for the course will be marked down 2 full letters.
    3. 3rd Infraction: You will be expelled from this class 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.

Student Kuleana

- Communication is vital to succeeding in this course. Because this in an online course, it is crucial to log into Lamakū regularly and check the weekly Lamakū Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments.
- Please review our Hawai'i-Style Netiquette, which blends the values of ALOHA with approaches to how we should consider treating each other online.
- Be kind and considerate when participating in class discussions (e.g. netiquette)
- Log into the class and check your email multiple times a day.
- 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. **Important Note:** If you have any questions regarding the course, please email me during

normal work hours during the week Monday-Friday. Please keep in mind that instructors need the weekends and holidays to rest and recuperate. If you email me (or any other instructor on the weekend, there is a high likelihood your instructor will not see your email until the following Monday.

- 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.
- Windward CC has Grievance Procedures in place, but I encourage us to try to work together first to see if we can work through any troubles. Mahalo!

AI & ChatGPT

Students may choose to use AI tools at their own discretion; however, using AI to generate or complete assignments in this class—without explicit permission—constitutes academic misconduct and violates the Student Code of Conduct.

While AI can be a helpful resource for brainstorming or checking understanding, relying on it to do your thinking for you weakens your critical-thinking skills, reduces your ability to communicate, problem-solve independently, and ultimately does you a disservice. Over-dependence on AI can create long-term academic and professional disadvantages.

Submitting AI-generated work as your own is prohibited and will result in disciplinary action, which may include failing the assignment, failing the course, or further sanctions as outlined by the institution.

Your Responsibility with AI:

- Verification: You must verify the accuracy of all submitted content. Never assume AI data is correct.
- Scientific Reasoning: Your work must reflect your own ideas and critical-thinking skills. Understanding and intention comes from working through the problems and data yourself, and avoiding this could render your methods meaningless.
- Ethics & Integrity: You must be mindful of how AI usage can coincide with scientific ethics. Do not input sensitive data or proprietary information into AI tools. Avoid using AI in a way that will generate falsified or fabricated results.

How to Seek Academic or Technical Support

Academic Support

- Windward Community College Library
- Library eResources

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- 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 Laʻakea 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

Your instructor may also provide additional resources in your Lamakū course.

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.

Disabilities Accommodations Statement

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 Kakoʻo 106) for more information.

Financial Aid

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

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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. For more information, see the University of Hawai'i Commission on LGBTQ+ Equality. Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

Mental Health Counseling

Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at WCC Mental Health & Wellness.

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, they have placed themselves 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.

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. Information about services can be found at Windward CC TRiO.

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:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu

Office: Hale Kākoʻo 101

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

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

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, refer to the University's Title IX resources, and the Universityʻs Policy, EP 1.204.

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 for more information.