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

ICS 101 - Digital Tools for the Information World

Fall 2026

3 Credits | CRN 83391

Face-to-Face

* This syllabus and/or our Course Schedule is subject to change at any time. I will notify you of any changes via email and a Lamakū announcement. Mahalo!

About Windward Community College

Mission Statement

ʻO keia ka wā kūpono e hoʻonui ai ka ʻike me ka hoʻomaopopo i kō Hawaiʻi mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā ʻike ʻake akamai a me nā hana noʻeau. Me ke kuleana koʻikoʻi e hoʻohiki ke Kulanui e kākoʻo a e hoʻokumu i ala e hiki kē kōkua i ka hoʻonui ʻike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō Oʻahu aʻe me nā hana noʻeau ākea, ka hoʻonaʻauao ʻoihana a me ka hoʻonui ʻike ma ke kaiāulu— hōʻaʻano a e hoʻoulu i nā haumāna i ka poʻokela.

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.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

Instructor Information

About Your Instructor

Hi there!! My name is Laura Sue and I will be your instructor for ICS 101. I am originally from the Big Island but moved to Honolulu for college, where I earned both my BS and MS in Computer Science from UH Manoa. Before joining Windward Community College, I worked for a local

software development company. I really enjoy teaching this class because it helps students across many disciplines—not just computer science—develop practical technology skills for school, work, and everyday life. I hope students leave the course with a clearer understanding of how technology connects to their own goals and the confidence to apply their new skills in meaningful ways.

How to Contact Your Instructor

Instructor: Laura Sue

Office: Hale Palanakila 119A

Office Hours: Mondays & Wednesdays 10:00-10:30 am in Palanakila 122

Telephone: (808) 236-9253

Email: laurasue@hawaii.edu

Response time: I generally respond to email within 24 hours, excluding weekends and holidays.

Department Information

Math & Business Department

ICS Programs:

- Associate in Science in Natural Science Information and Computer Sciences Concentration
- Hawaiian Knowledge Innovation Academic Subject Certificate
- Information Security Specialist Certificate of Competence
- Web Support Certificate of Competence

Asking Course Questions

Please feel free to use the 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 the Q&A on Tuesdays and Thursdays, at a minimum, and provide follow-up information there.

Email specific grading questions and/or personal matters, per FERPA, to keep your information protected. Please use Lamakū Email instead of UH Gmail or other email.

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

Contingency Plan

If there is an outage, weather situation, or family emergency on my end, I will do my best to find a way to communicate an update as soon as possible about my return to the course. Mahalo in advance for your understanding and I hope you will do the same.

Course Format & Structure

This is a face-to-face 16-week course. We will meet in-person each week on Mondays and Wednesdays from 10:30 am to 12:00 pm in Palanakila 122.

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

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.

Student Learning Outcomes

Students can expect to attain the following outcomes as a result of taking this course:

- Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and webpages 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 computer technology.

Course Tasks and Student Learning Outcomes Alignment

Student Learning Outcomes	Projects	Exercises	Exams
Utilize the appropriate computing applications to produce professional documents, spreadsheets, presentations, databases, and webpages for effective communication (major content area).	Research Project	All Classwork & Homework Assignments	Exams 1-4
Utilize operating system interfaces to manage computing resources effectively and securely.		File Management Assignment	
Extract and synthesize information from available Internet resources using intelligent search and discrimination.	Research Project		
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.			Final Exam
Describe ethical issues involved in the use of computer technology.		Ethics Assignment	Final Exam

Course Materials & Technology

Required Software

You will need a computer running Microsoft Office 2016/2019/2021/2024 for Windows or Mac, including the following applications:

- Word
- Excel
- Access*
- PowerPoint

If you do not have Microsoft Office installed on your own computer, you are eligible to install and run Microsoft Office as a WCC student. Please see this page for more information, or contact the instructor.

***Microsoft Access**: Please note that Microsoft Access is not included in all versions of Office, and does not run on macOS. If you do not have Microsoft Access on your computer, you will need to find an alternate computer to work on for that project. The software is available on all Windows computers at Windward Community College. Windows laptops may also be borrowed through the WCC library. Contact the instructor if you need help requesting a laptop.

Recommended

- D2L Brightspace Pulse App (free download from app stores)

Lamakū Learning Management System (https://lamaku.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.

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.

Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.

- Adobe Reader is used to read course files (Adobe Accessibility statement, Adobe privacy policy)
- Google Drive is UH-provided cloud storage (Google accessibility statement, Google privacy policy)
- Google Docs is used to create documents (Google accessibility statement, Google privacy policy)
- Google Slides is a presentation authoring software provided by UH (Google accessibility statement, Google privacy policy)
- Zoom is used for all meetings with the instructor (Zoom accessibility statement, Zoom privacy policy)

Course Activities & Grading Policy

Assessment Tasks and Grading

Classwork Assignments: For most class periods, we will complete tasks together. Students will follow along with the instructor to practice using various tools in the appropriate MS Office application. There will be a file to submit to Lamakū at the end of the class period.

Homework Assignments: After each class period, there will be a corresponding homework assignment to complete, allowing students to practice the skills they learned during that day's class. Homework assignments will be due at the start of the next class.

Exams: The exams will be based on class lessons, class readings, and understanding and comprehension of the skills learned in class. The Final Exam will be comprehensive. Exams 1 through 4 will be hands-on to demonstrate practical knowledge of software usage. The Final Exam will be in the question and answer format (not hands-on). Completing all the classwork and homework will be an immense help in completing the exams with a high score.

Notify the instructor if you know in advance that you will be unable to attend class on an exam day. If you are unexpectedly absent on an exam day, you must contact the instructor by 5 pm that day and explain your situation. Students who do not meet these requirements will receive a 0 for the exam.

Absences: Students who are ill or have other documented reasons for missing class should email the instructor prior to class for an excused absence. The student is responsible for the material covered in class and any in-class work missed. Any assignments due at the beginning of class should be turned in online or at the start of the next class. Students will be given two "classwork free passes". Each pass may be redeemed for one classwork assignment when missing class for any undocumented reason. Passes may not be shared or duplicated. When redeeming a pass, please include your first and last name as well as the date or classwork number the apply the points to.

Late work: Assignments may be submitted up to one week late for an automatic penalty of 10%. No assignments will be accepted after Thursday, December 10, 2026, the last day of instruction for Fall 2026.

Grading Scale

Course Activity	Points	Percentage of Total
Classwork	60	11%
Homework	225	41%
Research Project	30	5%
Exams 1-4	160	29%
Final Exam	75	14%
GRAND TOTAL	**550**	**100%**

Final grades for the course will be as follows:

A 90-100% of possible points
B 80-89.99% of possible points
C 70-79.99% of possible points
D 60-69.99% of possible points
F Less than 60% of possible points

Course Schedule

Students may check the Windward Student Notifications page on the website for canceled classes and/or school closures.

Week	Date	Module / Topic
1	8/24/26	Introduction to ICS 101, Email, Computer Basics
2	8/31/26	File Management, Word 1
3	9/7/26 (holiday)	Word 2
4	9/14/26	Word 3, Word 4
5	9/21/26	Word 5, Excel 1
6	9/28/26	Word Exam, Excel 2
7	10/5/26	Excel 3, Excel 4
8	10/12/26	Excel 5, Excel 6
9	10/19/26	Access 1, Excel Exam
10	10/26/26	Access 2, Access 3
11	11/2/26	PowerPoint 1, Access Exam
12	11/9/26	PowerPoint 2, PowerPoint 3
13	11/16/26	PowerPoint 4, Information Literacy
14	11/23/26	PowerPoint Exam

Week	Date	Module / Topic
15	11/30/26	HTML & CSS
16	12/7/26	Research Project Presentations
Finals	12/14/26 - 12/18/26	Final Exam NOTE: Grades will be available in STAR GPS on 12/23/2026

Academic Integrity

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

In general, work submitted by a student must be the student's own, original work. Academic dishonesty includes, but is not limited to, file sharing (giving or receiving files between students), more than one student working on the same file, copying work in full or in part from another student or other sources such as the Internet, and using AI to generate any work.

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.

Additional Information

Business-like behavior: ICS courses at Windward Community College are part of the Business department. In order to fulfill the objectives of the Business department, students are expected to present business-like behavior. Business-like behavior includes:

- **Attendance**: Attend class regularly. This includes arriving on time and remaining until the end of class. Students who attend class regularly are more likely to earn higher grades.
- **Online Discussions**: Be courteous in online discussion areas.
- **Turn in assignments on time**: Start assignments well before the due date. If situations arise which prevent assignments from being completed on time, notify the instructor right away.
- **Ask for assistance**: In a business, if you were uncertain about what to do, you would ask your boss for direction. In this class, ask the instructor for assistance.

Office Hours: The instructor will be available half an hour before each class to answer questions, help with assignments, or review concepts.

Email: Please use your UH email address for this course. Any information regarding the class will be sent to your UH email address, so check your email frequently. Email is also the preferred method of contacting the instructor. The instructor will respond to emails within 24 hours, excluding weekends and holidays.

Artificial Intelligence (AI)

UH Executive Policy 2.220 Artificial Intelligence

The Windward CC Library AI Essentials Library Guide provides guidance and has helpful resources for both instructors and students.

Limited AI use is permitted in this course. You may use AI to clarify concepts, brainstorm ideas, or organize written responses. **You MAY NOT use AI to generate any work.** If AI was used for any assignment, you must include an "AI Disclosure" stating how the tool was used (e.g., "AI helped me organize my outline, but all solutions and calculations are mine").

AI models are trained using a large variety of datasets and may produce results that are inaccurate, fabricated, or obsolete. AI models are unable to share the same experiences as those that performed these experiments or verified data in-person.

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.

Student Kuleana

- Please review our Hawai'i-Style Netiquette, which blends the values of ALOHA with approaches to how we should consider treating each other online.
- 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!

Course Content

Concepts Covered:

1. Functions of an operating system and difference between an operating system and application software.
2. Various types of application software, their functions, and how to use effectively and efficiently.
3. Information Literacy: which online search tools to use for particular types of information, evaluating online information for validity and accuracy.
4. Computing terms in areas such as hardware, software, communications.
5. Ethical and security issues involved in computing.

Skills covered in this course:

1. Use an operating system effectively & efficiently.
    a. File management: Copy, move, delete, rename files, organize files in folders.
2. Utilize the appropriate computing applications efficiently to produce professional documents, spreadsheets, presentations, databases, and web pages.
    a. Common skills: copy, cut, paste, edit, formatting, image manipulation.
    b. Spreadsheets: Create formulas using cell references, use functions efficiently, create charts, perform what if analysis, and other tools for efficient processing of numbers and data.
    c. Word processing: Produce documents of various formats, use word processing to efficiently format a research paper, and other documents.
    d. Database: Create and use forms to effectively input and update data, use queries and reports to produce information.
    e. Web page: Create a simple webpage that contains links and images.
3. Find and evaluate information online.
    a. Use search engines, periodical indexes and other search tools.
    b. Properly cite information and produce a bibliography efficiently with word processing tools.

Academic and Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Library Research Units (LRUs)
- Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, ʻŌlelo Hawaiʻi Lab
- Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk: email help@hawaii.edu or call (808) 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

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 Kako'o 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.

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:

Kala'ikū Stephenson, UH System Confidential Advocate
Phone: (808) TBD
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 103

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.