UNIVERSITY of HAWAIʻI®
WINDWARD
COMMUNITY COLLEGE

ICS 106, AI Literacy

Fall 2026

3 Credits | CRN 83410 | Section 0

Windward Community College | Distance – Completely Online (Asynchronous)

This syllabus and/or our Course Schedule is subject to change at any time. I will notify you of any changes via Lamakū Announcements. 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

Instructor Information

INSTRUCTOR: *Randal Pacheco*
OFFICE: By Appointment
OFFICE HOURS: TBA
TELEPHONE: 808-225-2823
EMAIL: randalp@hawaii.edu

How to Contact Your Instructor

Office Hours: Since this class is online, any "office hours" will need to be coordinated ahead of time. I check email frequently during the day -). On all correspondence, please add the phrase "ICS 106 Fall 2026" to the subject line (this helps me sort and answer your email quicker). I endeavor to answer all emails within 2-4 hours during the regular work week (most times faster).

Asking Course Questions

Please use the course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, and how work will be graded. I will check Q&A daily during the work week 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 when possible.

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 via Lamakū Announcements and email. Mahalo in advance for your understanding, and I hope you will do the same if such situations affect your ability to participate.

Response time: I check email frequently during the day. On all correspondence, please add the phrase "ICS 106 – Fall 2026" to the subject line to help me sort and answer your email quickly. I endeavor to answer all emails within 2-4 hours during the regular work week (often faster), and within 24 hours during weekends/holidays.

Key Dates

- Last Day to Withdraw without a "W": September 15, 2026
- Last Day to Withdraw with a "W": November 2, 2026
- Last Day of Instruction: December 11, 2026
- Finals Week: December 14 – December 18, 2026
- Holidays: Refer to the official UH System Academic Calendar for Fall 2026 holiday listing

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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 when possible.

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Course Format & Structure

This is an online – unscheduled (asynchronous) course, offered in a 16-week fully online format for Fall 2026. This course is completely online; there are no dedicated day(s) and time(s) for class instruction. Students MUST have access to a computer, the Internet, and use their UH hawaii.edu email account to participate in this course. Students will participate by completing and submitting coursework by the stated deadlines. Please note that this is not a self-paced course; our course schedule is provided below and assignments follow weekly due dates.

- Content release: Modules are released weekly according to the Course Schedule below.
- Synchronous or asynchronous: This course is asynchronous. Students interact with course content and the instructor through Lamakū, email, and Q&A discussions. Optional office

hours may be offered via Google Meet or Zoom for students who want live support (see Announcements for day/time).

- Course Benefits: This section participates in the Windward CC Bookstore's IDAP program (Interactive Digital Access Program). An IDAP Rental Charge for the ebook will be added to your MyUH account (price to be determined). See instructor for instructions on how to access your digital course material.

Scholarship Opportunity: Students may be eligible for a scholarship to cover the tuition of this class via the TCUP Cyber Consortium Advancing Computer Science Education consortium, funded by the National Science Foundation.

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 in the following ways during our 16-week course:

- Announcements: Posted weekly (typically at the start of each week) with reminders of due dates and upcoming content.
- Assignments: Graded and returned within two weeks of submission (most times less than one week). Feedback provided through Lamakū Grades.
- Q&A: Checked and responded to daily during the regular work week.
- Quizzes and Exams: Results and correct answers released per instructor policy stated in each activity.
- Student Check-Ins: Instructor monitors Lamakū login activity and reaches out individually to students who fall behind on weekly engagement.
- Office Hours: Optional virtual sessions for students who need extra help (day/time posted in Lamakū Announcements during week one).

All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications to receive course notices, such as grading updates, announcements, and activity reminders.

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

Course Title: AI Literacy

ICS 106-0: AI Literacy | CRN 83410 | [FA26]

- Campus: Windward Community College
- Subject: Information & Computer Sciences (ICS)
- Course: 106
- Credit Hours: 3
- Schedule Type: Lecture
- Instructional Method: Distance – Completely Online
- Section Number: 0
- Grade Mode: Standard Letter A-F

Course Description: This introductory course explores the foundations and real-world applications of artificial intelligence (AI), beginning with an overview of the history and evolution of AI technologies. Students will gain hands-on experience with current AI tools, including mastering the essential skill of prompt engineering to effectively interact with and get the best results from systems like chatbots and recommendation engines. We will examine how AI is transforming diverse fields such as business, education, and healthcare. The curriculum provides a critical understanding of ethical concerns in AI, including bias, fairness, privacy, and the societal impact of intelligent systems. No prior programming experience is required.

Recommended Preparation: Intermediate computing skills including file management and common computing skills: cut, copy, paste, open/save files, web search.

Section Information

NOTE: This section will be participating in the Windward CC Bookstore's IDAP program (Interactive Digital Access Program). An IDAP Rental Charge for the ebook will be added to your MyUH account, price to be determined. See instructor for instructions on how to access your digital course material.

Students may be eligible for a scholarship to cover the tuition of this class via the TCUP Cyber Consortium Advancing Computer Science Education consortium, funded by the National Science Foundation.

This is an online – unscheduled (asynchronous) course. This course is completely online. There are no dedicated day(s) and time(s) for class instruction. Students MUST have access to a

computer, the Internet, and use their UH hawaii.edu email account to participate in this course. Students will participate by completing and submitting coursework by the stated deadlines.

Student Learning Outcomes

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

1. Describe the history and evolution of artificial intelligence technologies and their real-world applications.
2. Apply prompt engineering techniques to effectively interact with AI tools such as chatbots and recommendation engines.
3. Evaluate how AI is transforming diverse fields such as business, education, and healthcare.
4. Analyze ethical concerns in AI, including bias, fairness, privacy, and the societal impact of intelligent systems.
5. Use current AI tools responsibly and critically to support academic and professional tasks.

Upon successful completion of this course, students will have a foundational, critical understanding of AI technologies and be equipped to use AI tools responsibly and effectively in academic, professional, and everyday contexts. No prior programming experience is required.

Course Materials & Technology

Required

- Digital course material (ebook) via the Windward CC Bookstore's IDAP program (Interactive Digital Access Program). An IDAP Rental Charge will be added to your MyUH account; price to be determined. See instructor for access instructions.
- Regular access to a computer with internet (desktop or laptop).
- A UH hawaii.edu email account, required for participation in this course.
- Windward offers free laptop and WiFi hotspot check-out to students (first-come, first-served), as well as software and other tech discounts; see Ka Piko Student Tech Support for information.
- UH Online provides an online learning Readiness Activity and an Orientation to Online Learning that WCC students may take to see if online learning is a good fit.
- MS Office (or equivalent) 2013 or higher for papers, spreadsheets, and other assignments.
- Regular internet access to browser websites for research.
- Recommended Preparation: Intermediate computing skills including file management and common computing skills: cut, copy, paste, open/save files, web search.

Recommended

- D2L Brightspace Pulse App (free download from app stores) for mobile Lamakū notifications.

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

- Lamakū courses will appear 5 days before the first day of the academic term and will become inactive (no longer accessible) 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.
- If you find any course content that needs remediation and/or updating for accessibility, please share it with me and I will immediately work to make the content accessible.
- Contact UH ITS for 24/7 Lamakū assistance.

Other Technology

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.

- Google Sheets is used to create assignment and reference worksheets (accessibility statement, privacy policy)
- Google Docs is used to create documents and rubrics (accessibility statement, privacy policy)
- H5P is used for creating review activities (accessibility, privacy policy)
- Kahoot! is used for review activities (accessibility statement, privacy policy)
- Loom is used for screen recording (privacy policy)
- Nearpod is used for interactive presentations (accessibility statement, privacy policy)
- Padlet is used for some discussion activities (Padlet accessibility statement, Padlet privacy policy)
- PearDeck is used for interactive presentations (privacy policy)
- Quizlet is used for interaction (privacy policy)
- YouTube is used for delivering some course content (accessibility statement, privacy policy)
- Zoom is used for optional office hours and virtual meetings (accessibility statement, privacy policy)
- AI chatbot/generative AI tools (e.g., ChatGPT, Copilot, Gemini) are used for hands-on prompt engineering exercises central to this course's learning outcomes

Quick Links

Resource	URL
Windward Community College	http://www.wcc.hawaii.edu or http://windward.hawaii.edu
WCC Account Activation (local systems)	https://accounts.wcc.hawaii.edu/secure/index.php
Lamakū	https://lamaku.hawaii.edu
Library Learning Commons	http://library.wcc.hawaii.edu
WCC Campus Map	https://windward.hawaii.edu/About_WCC/Campus_Map.php
WCC Calendar of Events	https://windward.hawaii.edu/Calendar/

Course Activities & Grading Policy

Grading in this course is points-based (no plus/minus grades, no rounding). Grading breakdown is subject to change based on course needs; any changes will be announced in advance.

Grading Scale

Course Activity	Points/Percentage of Final Grade
Hands-On AI Tool Exercises & Prompt Engineering Labs	35%
Homework Assignments	20%
Quizzes	15%
Papers/Case Studies (AI in Business, Education, Healthcare; AI Ethics)	20%
Final Project/Assessment	10%

Point-to-Letter Grade Conversion:

Percentage	Letter Grade
90% – 100%	A
80% – 89%	B
70% – 79%	C
60% – 69%	D
Below 60%	F

Assessment, Tasks, and Grading

- Hands-On AI Tool Exercises: Guided activities using current AI tools (chatbots, recommendation engines) to practice prompt engineering and evaluate outputs.
- Homework Assignments: Instructions with a file to submit or questions to answer related to weekly topics.
- Quizzes: Cover module material; completed online electronically within the course.
- Papers/Case Studies: Analysis of how AI is transforming business, education, or healthcare, and/or examination of ethical concerns such as bias, fairness, privacy, and societal impact.
- Final Project/Assessment: A culminating project demonstrating applied prompt engineering skills and critical evaluation of an AI tool or ethical issue.

Late Policy: If a student will miss a deadline due to work, medical, or personal problems, they MUST notify the instructor ahead of time. Missed deliverables will be given a grade of zero unless prior arrangements are made. This should not be a common occurrence.

Incompletes: No Incompletes or N grades will be given except in the most extreme emergencies, at the instructor's discretion (e.g., death in the family).

Returns: Graded assignments are returned within two weeks of receipt (often less than one week).

Access: Students should log into Lamakū at least once a week and complete required weekly assignments. Students bordering in-between grades will be given the higher grade if they have shown regular presence on Lamakū.

Course Schedule

Students may check the Windward Student Notifications page on the website for canceled classes and/or school closures. Assignments are due Sunday nights at 11:55 pm unless otherwise noted. A detailed schedule of assignments and due dates will also be posted during the first week of class on Lamakū.

Note: Module topics will be decided as the course goes on and are a suggested outline based on the ICS 106 course description. Instructor should confirm final module names/order against the current Lamakū course map before publishing.

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. The work of others should be properly acknowledged, explicitly marked and cited, through the use of quotes and/or summarized reference to the original author via the appropriate citation style indicated by your instructor.

Online Conduct

Everything done electronically on university systems or via email can be considered public record, and you are part of the larger, global, online community. As such, it is expected that all students demonstrate appropriate language, behavior, respect, and understanding that would prevail in any campus situation. All students should do their part to ensure a pleasant and safe online environment for others, including:

- Watching for viruses, worms, bots, etc. Do not allow these items, or any other type of code that disrupts, interrupts, or interferes with other users' use of the online environment.
- Showing respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disabilities, sexual orientation, etc.
- Being honest. Misrepresentation of any kind will not be tolerated, including identity theft or intentional electronic "fakery" (spoofing, relaying, etc.)
- Being polite. Ensure that any content submitted electronically is free from harmful, threatening, libelous, and abusive content, including profanity.

Submissions: The Internet is a great research tool and should be used as a study aid; but please ensure that you DO YOUR OWN WORK. Turning in plagiarized material is a serious offense. Use information found online to help you understand concepts, but when completing your work, use your own words rather than copying, citing, or attempting to paraphrase someone else's work. Be aware that all submitted items can be run through academic integrity tools that scan for and can catch plagiarism attempts.

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.

Consequences include (but are not limited to):

- 1st offense – a "0" for the assignment for all involved and a written warning
- 2nd offense – an "F" for the class

Students can upload papers to TurnItIn.com to check for authenticity. Copyright infringement or violation of patent, trademark, proprietary information, and/or confidentiality agreements will not be tolerated.

Artificial Intelligence (AI)

UH Executive Policy 2.220 Artificial Intelligence

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

Because this course teaches AI literacy and prompt engineering directly, hands-on use of AI tools is a required and central part of coursework. AI use expectations vary by activity type, as follows:

Level	Policy	Expectation
🔴 **Red Light**	Full Stop	No AI permitted on quizzes and individual knowledge-check assessments. These assess your own understanding of AI concepts and history; using AI on these constitutes academic dishonesty.
🟡 **Yellow Light**	Curated Use	You may use AI to brainstorm case study topics, clarify concepts, or organize written work. You must include an "AI Disclosure" statement describing how the tool was used, and the analysis/writing must be your own.
🟢 **Green Light**	Full Integration	Hands-on AI tool exercises and prompt engineering labs REQUIRE the use of AI tools (chatbots, recommendation engines, generative AI) as the subject of study. You must document your prompts, outputs, and critical evaluation of results as instructed.

Your Responsibility with AI:

- Verification: You must verify the accuracy of all AI-generated content used in assignments. Never assume AI output is correct, current, or unbiased.

- Understanding: Even when using AI as directed, your written analysis, reflection, and critical evaluation must reflect your own understanding.
- Ethics & Integrity: Do not input sensitive data, other students' information, or confidential material into AI tools. Consider bias, fairness, and privacy implications, as covered in this course, when evaluating AI outputs.

Instructors will refrain from sharing or inputting student work into online AI tools, including AI detection tools, without obtaining student consent, due to FERPA and copyright implications.

Student Kuleana

- Please review the Hawai‘i-Style Netiquette guide, which blends the values of ALOHA with approaches to how we should treat each other online.
- Complete assignments on time. Assignments should be professional and meet high standards of logic, research, content, grammar, and spelling.
- Be prepared for quizzes and projects by working all assignments and reviewing materials ahead of deadlines.
- Communicate early and often with the instructor. Discussion of course material (not exam content) with classmates is encouraged.
- If you have problems or issues (illness, housing, family emergency, etc.) during the semester, let the instructor know as soon as possible.
- Time commitment: Expect to spend approximately 9-10 hours per week on assignments, reading, and hands-on AI tool practice. Good time management is critical for success in this course.
- Windward CC has Grievance Procedures in place, but students are encouraged to work directly with the instructor first to resolve any issues. Mahalo!

Instructor Expectations and Principles

6. It is your personal responsibility as an online student to ensure that you have access to a reliable computer with an internet connection and your UH hawaii.edu email account.
7. It is the burden of the student to demonstrate mastery of course material to the instructor.
8. If you are having problems, ask. Don't let confusion grow. I will assist you as needed, but you still must arrive at the correct solution before receiving credit; I will not do your thinking for you.
9. You can work with others, but you must submit your own work. Do not "work together" on a solution and then make copies for each person to turn in. If you collaborate to build

understanding, separate before preparing your submission; if submissions look too similar, you may be asked to prove the work is your own.

10. Don't let other students copy your work. It is your responsibility to ensure your work is not made available to others. Academic dishonesty findings often come in pairs.
11. Any activity that diminishes the instructor's ability to analyze and rate a student's individual knowledge of course material is prohibited.
12. Complete assignments on time. Assignments should be professional and meet the highest standards regarding logic, research, content, grammar, and spelling.
13. Be prepared for quizzes and projects. This can be accomplished by working all assignments and reviewing materials ahead of time.
14. Think critically before accepting AI-generated output as fact. Analysis, verification, and understanding prior to relying on a tool's answer are critical skills taught in this course.
15. Time goes by quickly and there is a lot of work to accomplish. Expect to spend roughly 9-10 hours a week on assignments, reading, or hands-on practice. Unexpected things happen in life; do your best to get ahead so you can more easily manage these events. Good time management and study discipline are critical for keeping up in the class.
16. Communicate early and often with the instructor; discussion of course material (not exam content) with other students is highly encouraged.
17. If you have problems or issues (e.g., illness, housing, death in the family, etc.) during the semester, let the instructor know as soon as possible so we can work together to get you through the class.

Academic and Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- 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 24/7, including holidays.

- Student Tech Support: email winhelp@hawaii.edu, call (808) 235-7437, or visit Hale Laʻakea 228. Available Monday–Friday, 8:00 am–4:00 pm.
- Lamakū Help: Click the Lamakū Help link in the Lamakū homepage menu bar to submit a question and receive an answer via email.
- WCC Bookstore: Contact for IDAP program questions regarding digital course material access and charges.

College Policies & Support Services

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

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, contact the Disability Specialist Counselor, Roy Inouye, at (808) 235-7448, wccdsso@hawaii.edu, or Hale Kakoʻo 106.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, contact the Financial Aid Office at (808) 934-2712 or wccfao@hawaii.edu BEFORE you withdraw to discuss the impact on your financial aid eligibility.

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all students, staff, and faculty. For more information, see the University of Hawaiʻi 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 to support students' life and academic goals. Information: WCC Mental Health & Wellness.

Student Conduct Code

Windward Community College follows the University of Hawaiʻi Code of Student Conduct. The disciplinary authority is exercised through 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. Information: Windward CC TRiO.

Title IX – Sex Discrimination and Gender-Based Violence Resources

Windward Community College is committed to providing a learning environment free of sex discrimination and gender-based violence. To report an incident or receive information and support, contact:

- Kalaʻikū Stephenson, UH System Confidential Advocate — advocate@hawaii.edu, Hale Kākoʻo 103
- Desrae Kahale, Mental Health Counselor & Confidential Resource — (808) 235-7393, dkahale3@hawaii.edu, Hale Kākoʻo 101
- Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator — (808) 235-7468, mozoa@hawaii.edu, Hale Kākoʻo 109
- Karen Cho, Deputy Title IX Coordinator — (808) 235-7404, kcho@hawaii.edu, 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.

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency. To sign up, visit UH Alerts.