

Instructor: Earl Foxwell

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This course introduces the basic concepts and terminology of computing. Its content is aimed at students with little or no computing experience. The major focus is upon fluency with current information technology. Lectures will cover computer fundamentals for computer hardware, software, and networks. The applied component will concentrate on Microsoft Excel and web page creation.

Course Materials:

Textbook: Jump Right In! Essential Computer Skills Using Microsoft Office 2013

Additional Reading (if desired): HTML and CSS Introductory, Carey, Thomson Course Technology

Course slides will be available through Sakai (which will also be used for weekly quizzes)

Evaluation:

Lab tasks (8): 32%

Quizzes (9): 27%

Final Exam: 41%

Note: A final grade of at least 40% is required for the final exam in order to receive credit for the course.

Subject Overview:

- Computers and digital basics
- Computer hardware
- Software
- Networking, the internet, and security
- Microsoft Office
- HTML and CSS

Additional Notes:

- When contacting via email, please include “APCO 1P01” in the subject line.
- Laboratory tasks will be posted on Sakai in the same week as the topics are covered.
- All official correspondence for this course will be sent to your Brock email address. Please check this account regularly.
- Please read the department's policy on medical notes on the COSC home page. Other reasons may be used for granting extensions or other accommodations, at the instructor's discretion, but only if the instructor is contacted *in advance* of due dates.
- Plagiarism is a serious offense and will be treated accordingly. See <http://www.cosc.brocku.ca/about/policies/plagiarism> for details.
 - **Please note that distribution of course material outside of Brock University is prohibited, and may constitute both academic *and* non-academic misconduct.**
 - (e.g. if you upload stuff from Sakai on coursehero, don't be surprised if you're suspended for a year. Seriously. Also, even before that happens, your Sakai access will be immediately revoked, as an abuse of the computing resources)

- As part of Brock University's commitment to a respectful work and learning environment, the university will make every reasonable effort to accommodate all members of the university community with disabilities. If you require academic accommodations related to a permanent disability to participate in this course, you are encouraged to contact the Student Development Centre Services for Students with Disabilities (4th Floor Schmon Tower ext. 3240) and also to discuss these accommodations with the instructor.
- June 12th is the last day for voluntary withdrawal without academic penalty. At least 15% of your final grade will be available by June 5th.

Schedule of Topics

Note that the following schedule is *highly* tentative at the moment, and subject to change.

	Lecture	Lab Task
Week 1: May 4–May 8	Introduction — Ch. 1	
Week 2: May 11–15	Intro to the Web — Ch. 2,6	Basics on the web
Week 3: May 19–22	Word Processing — Ch. 3	Microsoft Word
Week 4: May 25–29	Presentations — Ch. 8,9	Microsoft PowerPoint
Week 5: June 1–5	Spreadsheets — Ch. 10,11	PowerPoint cont.
Week 6: June 8–12	Buying Guide — Ch. 14	Microsoft Excel
Week 7: June 15–19	Maintenance — Ch. 13	Excel cont.
Week 8: June 22–26	HTML — Ch. 16	HTML
Week 9: June 29–July 3	CSS — NA	CSS
Week 10: July 6–10	Networking/Security — Ch. 12	