

APCO/ IASC 1P01

Course Outline

Description:

Skills, concepts and capabilities of computers, networks and the Internet. Topics include representation of information, current hardware, software and network technologies, modelling with Excel, presentations with PowerPoint, Internet searching and basic web page development with HTML.

Lectures, 3 hours per week, lab, 2 hours per week.

Restrictions/Notes:

Not open to COSC (single or combined), BCB, CAST and CNET majors.

Note: some prior computer experience is preferred but not required.

Lectures:

Tuesdays (1900 – 2200) in TH 247

Lab Time:

All Labs will be in MCD205. Note - There will be NO lab time during the first three weeks. Labs begin Mon Sept 24th. The labs will be a time for you to work on your assigned lab exercises.

Mondays

Lab 4 - 1700 - 1900

Tuesdays

Lab 7 - 1400 - 1600

Lab 6 - 1600 - 1800

Wednesdays

Lab 1 - 1300 - 1500

Thursdays

Lab 5 - 0900 - 1100

Lab 2 - 1600 - 1800

Fridays

Lab 3 - 0900 - 1100

Lab 8 - 1100 – 1300

Course Instructor:

[James Bell – jbell@brocku.ca](mailto:jbelle@brocku.ca)

Available for consultation: TBD (or by appointment)

Texts:

New Perspectives on Computer Concepts 2018: Comprehensive, 20th Edition, Parsons, Cengage Learning (Required)

Important Dates:

Sept 11	Week 1 of Lecture
Sept 24-28	Week 1 of Labs
Oct 8-12	Fall Reading Week (No Lectures or Labs)
Oct 23	Midterm 1 (during Lecture)
Nov 20	Midterm 2 (during Lecture)
Dec 4	Last Day of Lecture
Dec 5-6	University Snow Days
Dec 2018 TBA	Final Exam

Intended Topics:

- Digital Content
- Digital Devices
- Networks
- The Web
- Software
- Digital Security
- Databases & Programming
- Microsoft Office
- HTML & CSS
- Various Other Topics

Marking Scheme:

Course Work	% of final mark
Lab Exercises (4)	28%
In Class Tests (Oct 23, Nov 20)	32%
Final Exam (Dec - TBA)	40%

Lab Exercises:

Lab:	Content:	Lab Dates:
1	Introductory, Microsoft Word	Sept 24–28; Oct 1–5;
2	Microsoft Powerpoint	Oct 15–19; Oct 22–26;
3	Microsoft Excel	Oct 29–Nov 2; Nov 5–9; Nov 12-16;
4	HTML & CCS	Nov 19-23; Nov 26-Nov30

Important Notes:

1. The Department of Computer Science views plagiarism very seriously. It is important that each student become familiar with the [Department's](#) and [Brock's](#) view of plagiarism.
2. A mark of at **least 40% on the final exam is required to achieve a passing grade** in this course.
3. Tues November 6th is the last day for voluntary withdrawal without academic penalty.
4. For the test and the exam, no electronic devices, especially electronic dictionaries, cell phones, iPods, MP3 players, will be allowed in the test room. As well, no paper dictionaries will be permitted.
5. 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(s) with the professor/instructor.

Course links will be found on Sakai