



APCO 1P01 Fluency with Technology

Course Information

Course Number:	APCO/IASC 1P01
Term/Year/Duration:	2024 Fall D2
Course Title:	Fluency with Technology

Instructor Information

Instructor Name:	James Bell
Email:	jbell@brocku.ca
Contact:	By Email
Online Office Hours:	Contact Instructor through Teams Tuesdays – noon to 1pm Thursdays – 5pm to 6pm

Times and Locations

Lectures: Thursdays 1900 – 2200 in STH 204

Labs: Do not begin until Thursday Sept 26th

Lab 2 – Fridays 1400 – 1600 // Lab 3 – Thursdays 1400 – 1600 // Lab 4 – Thursdays 1700 – 1900

Note: Classes at Brock University end ten minutes ahead of the hour or half hour to facilitate transfer time.

A Student may make or share an audio or video recording of a lecture, presentation, or lesson, **only with the permission of the instructor.**

Course Calendar 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.

Restrictions: not open to COSC (single or combined), BCB, CAST, CNET and DASA majors.

Required Readings

There is a required online book from zyBooks. It is comprised of 3 books in 1 (Computing Technology for All, Spreadsheet Essentials, Troubleshooting Basics)

1. Sign in or create an account at learn.zybooks.com
2. Enter zyBook code: BROCKUAPCO1P01IASC1P01BellFall2024
3. Subscribe

Course Communications

In the event of class cancellations, inclement weather and other issues, the class will be notified by email and an announcement will be placed on Brightspace course page

Correspondence with the instructor should be done by email – responses can be expected most times within 12 hours and at most 48 hours.

Assessment Components and Due Dates

All Assignments are due at 11:59 PM

Assessment Component	Grade Weight	Due Date
Weekly Online Textbook Exercises	15%	Assigned weekly – due date on zyBook site
Assign 1 – Microsoft Word	10%	Tues Oct 8 th
Assign 2 – Microsoft Powerpoint	10%	Tues Oct 29 th
Test – during Lecture	15%	Thur Oct 31 st
Assign 3 – Microsoft Excel	10%	Tues Nov 19 th
Assign 4 – HTML	10%	Tues Dec 3 rd
Final Exam	30%	TBD

Late Submission Policy

Check the section on sessional or important dates in the relevant online [University Calendar](#)

The penalties for late submission of assigned coursework are 25% to a maximum of 3 days late, unless accompanied by medical documentation. See Medical Exemption Policy and the medical health certificate at the [Registrar's Website \(Forms\)](#).

Important dates

The most recent listing of Important Dates for all durations is at <https://brocku.ca/important-dates/all/>

First day of classes: 4 September

First day of labs: 26 September

Midterm Test: 31 October (in Lecture)

Last day of lectures: 3 December

Last day of exams: 19 December

Deadline for withdrawal without academic penalty: 5 November

Relationship between attendance and grades:

Attending lectures is highly recommended for success in this course. The instructor will be available for questions regarding course material. For questions regarding the format and content of the midterm and exam, they will be discussed in the lectures. As well, instructions on how to successfully complete the course assignments will be discussed in the lectures and it is the responsibility of the student to attend these lectures.

Academic Policies

Academic Integrity

Academic misconduct is a serious offence. The principle of academic integrity, particularly of doing one's own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should consult Section VII, "Academic Misconduct", in the "Academic Regulations and University Policies" entry in the [Undergraduate Calendar](#) to view a fuller description of prohibited actions, and the procedures and penalties. Information on what constitutes academic integrity is available at [Brock University Academic Integrity Website](#).

Penalties for Academic Misconduct in the Faculty of Mathematics and Science

The following are penalties usually imposed in academic misconduct cases in FMS. Please be aware that the Associate Dean, Undergraduate Programs, may assign different penalties than those listed here, depending on the details of individual cases.

First offence: Zero grade on assignment, additional penalty of 100% of the weight of the assignment to be subtracted from the final grade, mandatory completion of the AZLS Academic Integrity workshop

Second offence: Zero grade on assignment, 4-month suspension

Third or additional offence: Zero grade in course, 1-year suspension, permanent removal from major program.

Cheating on exams: Zero grade in course, including for first offenses.

Intellectual Property Notice

All slides, presentations, handouts, tests, exams, and other course materials created by the instructor in this course are the intellectual property of the instructor. A student who publicly posts or sells an instructor's work, without the instructor's express consent, may be charged with misconduct under Brock's Academic Integrity Policy and/or Code of Conduct, and may also face adverse legal consequences for infringement of intellectual property rights.

Accommodations

The University is committed to fostering an inclusive and supportive environment for all students and will adhere to the Human Rights principles that ensure respect for dignity, individualized accommodation, inclusion and full participation. The University provides a wide range of resources to assist students, as follows:

- a) If you require academic accommodation because of a disability or an ongoing health or mental health condition, please contact Student Accessibility Services at askSAS@brocku.ca or 905 688 5550 ext. 3240.

b) Medical Self-Declaration Forms (brief absence up to 72 hours)

In the case of a short-term medical circumstance, if a student wishes to seek an academic consideration, please use the [Medical Self-Declaration Form](#). The request is to be made in good faith by the student requesting the academic consideration due to a short-term condition that impacts their academic activities (e.g., participation in academic classes, delay in assignments, etc.).

The period of this short-term medical condition for academic consideration must fall within a 72-hour (3 day) period. The form must be submitted to the instructor either during your brief absence or if you are too unwell, within 24 hours of the end of your 3 day brief absence.

Medical Verification Form (extended duration)

In cases where a student requests academic consideration due to a medical circumstance that exceeds 72 hours (three days) and will impact their academic activities (e.g., participation in academic classes, delay in

assignments, etc.), or in the case of a final exam deferral, the [medical verification form](#) must be signed by the student and the health professional as per process set out in the [Faculty Handbook III:9.4.1](#).

- c) If you are experiencing mental health concerns, contact the Student Wellness and Accessibility Centre. *Good2Talk* is a service specifically for post-secondary students, available 24/7, 365 days a year, and provides anonymous assistance: [Good 2 Talk](#) or call **1-866-925-5454**. For information on wellness, coping and resiliency, visit: [Brock University \(Mental Health\)](#)
- d) If you require academic accommodation on religious grounds, you should make a formal, written request to your instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist.
- e) If you have been affected by sexual violence, the Human Rights & Equity Office offers support, information, reasonable accommodations, and resources through the Sexual Violence Support & Education Coordinator. For information on sexual violence, visit [Brock's Sexual Assault and Harassment Policy](#) or contact the Sexual Violence Support & Response Coordinator at humanrights@brocku.ca or 905 688 5550 ext. 4387.
- f) If you have experienced discrimination or harassment on any of the above grounds, including racial, gender or other forms of discrimination, contact the Human Rights and Equity Office at humanrights@brocku.ca.