

## **LART-150-07 :: Computers and Technology - Fredonia and Beyond**

Instructor Christopher Taverna  
Office Phone 716.673.3340  
Office Address W212 Thompson Hall  
Office Hours M,W,Th 8:00-9:00 AM; Tu,W,Th,F 3:30-4:30 PM;  
other times by appointment  
E-mail [Christopher.Taverna@fredonia.edu](mailto:Christopher.Taverna@fredonia.edu)

Class Location W217 Thompson Hall  
Class Times M,W 1:00 - 1:50 PM

### **Course Description**

Computers and technology are a part of almost everything you encounter, both in and out of school. This course will enable you to navigate Fredonia's computer services, how to stay safe and secure online, how to manage your time and digital life, and how you can use campus resources to your benefit.

The course is divided into three areas of focus:

- SUNY Fredonia Electronic Services – What they are, how to access them, and tips for getting the most out of them.
- SUNY Fredonia In-Person Services – The class will take “field trips” to various areas on campus that provide important and useful services to enhance your academic career and beyond.
- Life Management – Various topics from time management to online safety will be covered.

## **Grading Policy**

"Eighty percent of success is showing up."

- Woody Allen

80% - Attendance

20% - Final Quiz

75% or higher = S

less than 75% = U

## **Attendance Policy**

Attendance is expected and is 80% of your grade.

## **Classroom Policy**

Cell phones and mobile devices are to be turned off before class starts.

Showing up involves more than being physically present. You must also be mentally present and willing to learn and participate. Spending class time focusing on other things (Facebook, IM, work for other classes, etc.) is not acceptable.

## **Required Textbooks**

There are no required textbooks for this course.

## LART-150-07 :: Computers and Technology - Fredonia and Beyond

### Tentative Schedule

<b>Day</b>	<b>Date</b>	<b>Topic</b>
M	08/24	Introduction ; Electronic Services @ Fredonia
W	08/26	Electronic Services Continued
M	08/31	Counseling Center presentation
W	09/02	Electronic Services Continues
W	09/09	Field Trip 1: Learning Center, Location: 4th Floor Reed Library
M	09/14	Time Management
W	09/16	Time Management Continued
M	09/21	Field Trip 2: Career Development Office, Location: 2nd Floor Gregory Hall
W	09/23	Managing Your Digital Life ; Online Safety
W	09/30	Field Trip 3: Reed Library Location: Library Classroom, 1st Floor Reed Library
M	10/05	Review
W	10/07	Final quiz
W	10/21	Getting Ready for your Advising Session; 5:00-6:00 PM; 209 McEwen Hall
?	??/??	Convocation Keynote Address