**TRC**

**Computer Applications and Technology**

 **CAT100, Introduction to CAT, Fall 2019**

**Instructor: Krista Cashion**

**Office Location: B-204**

**Phone: 615.223.8043**

**Email: krista.cashion@tn.gov**

**Office Hours: 8AM-8:50AM (Other times by appointment)**

**Classroom Location: B-218**

**Course Day & Time: Class A-Tuesday 3:00PM-3:50PM, Class B- Wednesday 3:00PM-3:50PM, Class C-Thursday 3:00PM-3:50PM**

**Course Description:** **This course teaches expectations of computer labs and computers around campus. This course will discuss appropriate and inappropriate use of student computers, as well as proper care of computer lab computers, and digital distractions. During this course, the students will sign digital responsibility forms to ensure understanding of correct use of the internet and proper safety precautions while using computer lab computers.**

**Course Learning Objective: Students will learn how to safely use computers across campus, gain a basic understanding of computers, and how to use them responsibly.**

**Required Text and Materials: Cengage Unlimited**

**Grading System: Completed, Participated, Incomplete**

**Class Expectations:**

* **Arrive to class on time, prepared to learn with all materials needed**
* **Follow directions**
* **Respect yourself, your instructor, and classmates at all times**
* **Turn off electronic devices during class**
* **Pay attention, participate, and ask questions**
* **Use appropriate language**
* **Take responsibility for your actions**
* **Maintain personal boundaries and keep hands and feet to yourself**
* **Do your best**

**Attendance Requirements: Students must be present 90% of courses in order to successfully complete a course. Students’ absences may be excused dependent upon the situation, but coursework must still be completed in the event of an excused absence.**

**ADA Statement:** Reasonable Accommodations for Students with Disabilities: Tennessee Rehabilitation Center is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can contact Academic Advisor.

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| **Week** | **Date** | **Topics, Readings, Assignments, Due Dates, Deadlines, Etc.** |
| 1 |  | Review Syllabus and computer use and care instructions/ proceduresPretestNo Homework |
| 2 |  | Basic Computer NavigationLogin to Email, Compose Email, Send EmailHomework-Send What I Wish my Teacher Knew Email to krista.cashion@tn.gov |
| 3 |  | Your Life Online |
| 4 |  | Computer and Email Terminology Homework-Complete Computer and Email Terminology Assignment if not finished in class. Study for quiz. |
| 5 |  | Review for quizQuiz over weeks 1-4 |
| 6 |  | File ManagementNo Homework |
| 7 |  | Hardware vs. SoftwareNo Homework |
| 8 |  | Security and MaintenanceHomework-Begin reviewing for Final Exam |
| 9 |  | Review/Complete Study Guide for Final Exam |
| 10 |  | Final Exam |