



# Syllabus for EDUC 207 – Getting Started with Computers

## Course Information

Semester & Year: Fall 2023

Course ID & Section #: EDUC 207-E6661

Instructor's name: Deva Richards

Day and Time: Wednesdays, 9:30-11:00 a.m., Aug. 23-Dec. 13

Location: Humboldt County Correctional Facility, Eureka, CA

Number of Units: 0

## Instructor Contact Information

Office location: Office of Adult and Community Education, 525 D St., Eureka, CA 95501

Office hours: none, but you can request to see the CR Advisor. See Student Support, p. 2.

Phone number: Office of Adult and Community Education, (707) 476-4500

Email address: deva-richards@redwoods.edu

## Catalog Description

A course in basic computer skills development designed for students who have little or no experience using a computer. Topics include fundamental components of computer and program operation such as an introduction to internet usage, MyCR, email, and file system management and navigation.

## Course Student Learning Outcomes *(from course outline of record)*

1. Demonstrate confidence in using a computer for basic operations.
2. Save a file.
3. Demonstrate the use of a mouse or track pad.
4. Create and name a document.

## Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS at their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last-minute arrangements and post-test adjustments usually cannot be accommodated.

## Required Materials

Notebook for taking and studying notes, and a folder to keep class handouts.

## **Student Support**

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Also, students at HCCF have their very own academic advisor, Jonathon (Jonny) Maiullo. He works in the Office of Adult and Community Education located at 525 D St. in Eureka. The office phone number is (707) 476-4500. If you want to meet with Jonny inside of HCCF, fill out an Inmate Request Form requesting to see the CR Advisor.

## **Evaluation & Grading Policy**

This is a non-credit course; a grade of “Satisfactory” will be awarded for participation.

## **Fall 2023 Important Dates**

- *Classes begin: August 19, 2023*
- *No classes: Monday, September 4, Labor Day*
- *No classes: Friday, November 10, Veteran’s Day*
- *No classes: November 20-24, Thanksgiving Break*
- *Classes end: December 15, 2023*

## **Academic Dishonesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student’s status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures are located in the College Catalog and on the College of the Redwoods website.

## **Disruptive Behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor’s directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures are located in the College Catalog and on the College of the Redwoods website.

## **Inclusive Language in the Classroom**

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## **Canvas Information**

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8-digit birth date.

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## **Community College Student Health and Wellness**

Resources, tools, and trainings regarding physical health, mental health, general wellness, basic needs and more, designed for California community college students, faculty and staff, are available on the California Community Colleges Health & Wellness website.

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu) or call (707) 476-4150.

## **Student Support Services**

The following online resources are available to support your success as a student:

- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling and Advising helps students in need of professional counseling services such as academic advising and crisis counseling. Email [counseling@redwoods.edu](mailto:counseling@redwoods.edu), or call (707) 476-4150 to make an appointment.

The Learning Resource Center includes the following resources for students:

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center

Special programs are also available for eligible students, including:

- Extended Opportunity Programs & Services (EOPS) provides services to eligible income-disadvantaged students, including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active-Duty Military, Veterans and Dependents attending CR through advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

## **Emergency Procedures/Everbridge**

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor at <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.' Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of a College of the Redwoods building anywhere in the District:

- Be aware of all marked exits from your area and building.
- Keep streets and walkways clear for emergency vehicles and personnel.

## Course Schedule

<b>Weeks</b>	<b>Topic</b>	<b>Example Learning Activities</b>
Week 1-4	<i>How Do You Work This Thing?</i>	<i>Establish class rules and expectations; establish student and teacher goals; cover the topics of what a computer can do, turning on a computer, logging in to a computer, creating and remembering passwords, using a mouse/trackpad, common external hardware, common operating systems, navigating the desktop, basic keyboard functions, common software, opening installed software, basic file management, and the importance of saving your work.</i>
Weeks 5-8	<i>Suite! The Awesome MS Office</i>	<i>Microsoft Office overview. MS Word introduction and practice; type a document using a Word template. MS PowerPoint introduction and practice; students create a presentation. MS Excel introduction and practice; students create a spreadsheet. MS Publisher introduction and practice; students create something, ex. a greeting card, using Publisher.</i>

<p><i>Weeks 9-12</i></p>	<p><i>Stuck in the Web</i></p>	<p><i>Internet introduction and overview, including basic terminology; search strategies; email, including CR email and email etiquette; protecting one's privacy online; evaluating online information; protecting your computer against viruses. Also, the basics of online learning and CR's online tools for students, including current class offerings, registering for classes, and using CANVAS</i></p>
<p><i>Week 13-16</i></p>	<p><i>All the Little Things</i></p>	<p><i>Zoom, Google Docs, Google Maps, PDFs, and/or computer-related topics of students' choice. Course review and assessment, and identification of areas for further development of computer skills.</i></p>