

College of the Redwoods



Course Information

Semester & Year: Fall 2025

Course ID & Section #number: EDUC 207 Section: V0790

Instructor's name: Amy Berkowitz

Day/Time of required meetings: Tuesday/Thursday 4pm-6pm (with a 10 minute break

Location: Online via Canvas (using TechConnectZoom) (You will start in a waiting room, and I will let you in to our classroom)

Course units: zero (noncredit)



Instructor Contact Information

Office location: Online

Office hours: By Appointment

Email address: amy-berkowitz@redwoods.edu (<mailto:amy-berkowitz@redwoods.edu>) or amy.berkowitz@gmail.com (<mailto:cr.amy.berkowitz@gmail.com>)





Required Material

There is no required material for this class, but students must have a computer (not a phone or notepad) in order to practice the skills in this class. Chromebooks are discouraged since they can be both limited and difficult to use. Students are welcome to attend using any device that works.



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

- 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.**



Course Calendar

Week	
1: Welcome	Orientation and Introductions, using canvas, student email, TechConnectZoom
2: Finding your way around	Folders, tabs, saving, naming, attaching, bookmarks



Week	
3: Being Safe Online	Internet safety, search engines, URLs, passwords, privacy
4. Helpful apps	Online maps, email settings, calendars
5. Fillable Forms	Fillable pdf.s (call Amy)
6. Intro to Word	Word Processing and Word basics, sharing
7. Word continued	Word continued
8. Excel basics	Intro to spreadsheets
9. Excel Continued	more spreadsheets
10. Excel continued	making charts & graphs with excel
11. Intro to PowerPoint	Show and Tell
12. PowerPoint continued	Constructing the narrative, choosing templates
13. PowerPoint continued	Inserting images & customizing
Fall Break	
14 PowerPoint continued	Transitions & Animations
15. PowerPoint continued	Problem solving & sharing presentations
16. Wrapping it all up	Finish presentations, looking to spring semester, virtual holiday party

Please note that there are some holidays that will impact this class. I am posting the academic calendar to our class, and I will remind you of upcoming holidays/days off.



Evaluation & Grading Policy

Students are deemed to be making satisfactory progress by participating in the course.



Prerequisites / Co-requisites / Recommended Preparation




Students should have access to the internet. If students do not have a computer, they may borrow one from the Adult and Community Education office by calling: 707-476-4500 or emailing ACE@redwoods.edu




Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](https://www.redwoods.edu/services/sass/light.php) 

[\(https://www.redwoods.edu/services/sass/light.php\)](https://www.redwoods.edu/services/sass/light.php), counseling and advising, alternate formats of course materials (e.g. audio books or E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](https://www.redwoods.edu/services/sass/index.php) 

[\(https://www.redwoods.edu/services/sass/index.php\)](https://www.redwoods.edu/services/sass/index.php).

If you are unsure whether you qualify, please contact SASS for a consultation:

SASS@redwoods.edu (<mailto:SASS@redwoods.edu>).

SASS office locations and phone numbers

Eureka campus

 one: 707-476-4280,

Locations: Student Services building, first floor SS113

Del Norte campus



- Phone: 707-465-2353
- Location: Main building, near the Library

Klamath-Trinity campus

- 707-476-4280





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.



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. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2024-2025 College Catalog](https://redwoods.elumenapp.com/catalog/2024-2025/home)  (<https://redwoods.elumenapp.com/catalog/2024-2025/home>) and [CR Board and Administrative Policies](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)  (<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>).

