

## Course Information

**Semester & Year:** SPRING 2025

**Course ID & Section #:** EDUC 207-E9127

**Instructor's name:** Wendy Butler

**Days-Times:** Jan. 22-May 16 Wednesdays and Fridays, 12:30-2 p.m.

**Location:** Humboldt County Correctional Facility, Eureka.

**Number of units:** 0.0 This is a noncredit course.

**Prerequisites:** none

## Instructor Contact and Required Materials

The instructor will provide all the course materials.

## 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.

## 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, bipolar disorder and ADHD •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 •A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism or acquired brain injury •Vision, hearing or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation and more. If you believe you might benefit from disability- or health-related services and accommodations, put in a request to **HCCF Programs** to contact CR Disability Services and Programs for Students (DSPS) for a consultation.

## Class Routine & Feedback

EDUC 207 is a free, noncredit course designed to help you develop your computer skills. Since HCCF computers do not have access to the Internet, your focus will be to learn and to practice several types of software programs, including Word, PowerPoint and Publisher for the purposes of creating a variety of documents. Our classroom discussions will address these assignments, their challenges and ways to better implement use of computer technology.