

Course Syllabus

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Syllabus for EDUC-207

Getting Started with Computers

Course Information

- Semester and Year: Spring 2026
- Course ID and Section number: EDUC-207-E0954
- Instructor's name: Jason Wheeler
- Day and time of required meetings: Saturdays 10:00AM-12:00PM
- Location: Eureka Downtown, Room 103
- Course units: Non-Credit

Instructor Contact Information

- Office location: Eureka Downtown Room 103
- Office hours: Saturdays 9:30-10:00AM
- Phone number: (707) 845-6338
- Email address: jason-wheeler@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 introduction to internet usage, MyCR, email, and file system management and navigation.

Course Student Learning Outcomes

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

Course Calendar

- Saturdays 10:00AM-12:00PM
- 08/23/2025-12/13/2025

Evaluation and Grading Policy

- No grades are given for non-credit classes



Prerequisites/corequisites/ recommended preparation

- none

Educational Accessibility and 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>), counseling and advising, alternate formats of course materials (e.g., audio books, braille, 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>). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu (<mailto:sass@redwoods.edu>).

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280
- Location: Learning Resource Center (Library)



Del Norte campus

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











Klamath-Trinity campus

- Phone: 707-476-4280











Course Summary:

Date	Details	Due
	 11 basic computer skills https://redwoods.instructure.com/courses/22093/assignments/530098	
	 Canvas Video Tutorial https://redwoods.instructure.com/courses/22093/assignments/530099	













Date	Details	Due
	 Checkpoint: Canvas Basics (https://redwoods.instructure.com/courses/22093/assignments/530080)	
	 Checkpoint: Grades (https://redwoods.instructure.com/courses/22093/assignments/530074)	
	 Checkpoint: Technical Requirements (https://redwoods.instructure.com/courses/22093/assignments/530076)	
	 Domain names and meanings (https://redwoods.instructure.com/courses/22093/assignments/530100)	
	 Example Discussion (https://redwoods.instructure.com/courses/22093/assignments/530101)	
	 Final Review (https://redwoods.instructure.com/courses/22093/assignments/530079)	
	 Finding things on your computer (https://redwoods.instructure.com/courses/22093/assignments/530102)	
	 Greetings (https://redwoods.instructure.com/courses/22093/assignments/530103)	
	 HANDS-ON ACTIVITY: Submit Example Assignment (https://redwoods.instructure.com/courses/22093/assignments/530104)	
	 Importance of information technology (https://redwoods.instructure.com/courses/22093/assignments/530105)	













Date	Details	Due
	 Internet Safety (https://redwoods.instructure.com/courses/22093/assignments/530106)	
	 Plagiarism (https://redwoods.instructure.com/courses/22093/assignments/530107)	
	 Plagiarism Quiz (https://redwoods.instructure.com/courses/22093/assignments/530075)	
	 Possible Free Internet (https://redwoods.instructure.com/courses/22093/assignments/530108)	
	 Quiz/Checkpoint: Are You Ready? (https://redwoods.instructure.com/courses/22093/assignments/530078)	
	 Setting up the new student email (https://redwoods.instructure.com/courses/22093/assignments/530109)	
	 Submit Example Assignment (https://redwoods.instructure.com/courses/22093/assignments/530110)	
	 The different types of computers (https://redwoods.instructure.com/courses/22093/assignments/530111)	
	 Title IX Student Training (https://redwoods.instructure.com/courses/22093/assignments/530077)	
	 Try the Canvas inbox email (https://redwoods.instructure.com/courses/22093/assignments/530112)	













Date	Details	Due
	 Typing and Mouse Links (https://redwoods.instructure.com/courses/22093/assignments/530113)	
	 Using Pronto (https://redwoods.instructure.com/courses/22093/assignments/530114)	
	 Using the mouse (https://redwoods.instructure.com/courses/22093/assignments/530115)	
	 WEEK 01 - Anonymous browsing (https://redwoods.instructure.com/courses/22093/assignments/530116)	
	 WEEK 01 - Change your desktop (https://redwoods.instructure.com/courses/22093/assignments/530117)	
	 WEEK 01 - Change your desktop (https://redwoods.instructure.com/courses/22093/assignments/530118)	
	 WEEK 01 - Copy / Paste (https://redwoods.instructure.com/courses/22093/assignments/530119)	
	 WEEK 01 - Copy / Paste (https://redwoods.instructure.com/courses/22093/assignments/530120)	
	 WEEK 01 - Copy / Paste without formatting (https://redwoods.instructure.com/courses/22093/assignments/530121)	
	 WEEK 01 - Copy / Paste without formatting (https://redwoods.instructure.com/courses/22093/assignments/530122)	













Date	Details	Due
	 WEEK 01 - Email attachment (https://redwoods.instructure.com/courses/22093/assignments/530125)	
	 WEEK 01 - Email attachment (https://redwoods.instructure.com/courses/22093/assignments/530126)	
	 WEEK 01 - Email CC & BCC (https://redwoods.instructure.com/courses/22093/assignments/530123)	
	 WEEK 01 - Email CC & BCC (https://redwoods.instructure.com/courses/22093/assignments/530124)	
	 WEEK 01 - Email etiquette (https://redwoods.instructure.com/courses/22093/assignments/530127)	
	 WEEK 01 - Email etiquette (https://redwoods.instructure.com/courses/22093/assignments/530128)	
	 WEEK 01 - Email reply vs reply-all (https://redwoods.instructure.com/courses/22093/assignments/530129)	
	 WEEK 01 - Email reply vs reply-all (https://redwoods.instructure.com/courses/22093/assignments/530130)	
	 WEEK 01 - Getting to know each other (https://redwoods.instructure.com/courses/22093/assignments/530097)	
	 WEEK 01 - Gmail (https://redwoods.instructure.com/courses/22093/assignments/530131)	













Date	Details	Due
	 WEEK 01 - Gmail (https://redwoods.instructure.com/courses/22093/assignments/530132)	
	 WEEK 01 - Google Chrome Extensions (https://redwoods.instructure.com/courses/22093/assignments/530133)	
	 WEEK 01 - Google Chrome Extensions (https://redwoods.instructure.com/courses/22093/assignments/530134)	
	 WEEK 01 - Google search tools (https://redwoods.instructure.com/courses/22093/assignments/530135)	
	 WEEK 01 - Google search tools (https://redwoods.instructure.com/courses/22093/assignments/530136)	
	 WEEK 01 - Making better choices (https://redwoods.instructure.com/courses/22093/assignments/530137)	
	 WEEK 01 - Making better choices (https://redwoods.instructure.com/courses/22093/assignments/530138)	
	 WEEK 01 - Password managers (https://redwoods.instructure.com/courses/22093/assignments/530139)	
	 WEEK 01 - Password managers (https://redwoods.instructure.com/courses/22093/assignments/530140)	
	 WEEK 01 - Photo editing (https://redwoods.instructure.com/courses/22093/assignments/530141)	













Date	Details	Due
	 WEEK 01 - Photo editing (https://redwoods.instructure.com/courses/22093/assignments/530142)	
	 WEEK 01 - Right-click (https://redwoods.instructure.com/courses/22093/assignments/530143)	
	 WEEK 01 - Right-click (https://redwoods.instructure.com/courses/22093/assignments/530144)	
	 WEEK 01 - Screenshot (https://redwoods.instructure.com/courses/22093/assignments/530145)	
	 WEEK 01 - Screenshot (https://redwoods.instructure.com/courses/22093/assignments/530146)	
	 WEEK 01 - Two-step authentication (https://redwoods.instructure.com/courses/22093/assignments/530147)	
	 WEEK 01 - Two-step authentication (https://redwoods.instructure.com/courses/22093/assignments/530148)	
	 WEEK 01 - Your Picture (https://redwoods.instructure.com/courses/22093/assignments/530149)	
	 WEEK 01 - Your Picture (https://redwoods.instructure.com/courses/22093/assignments/530150)	
	 WEEK 02 - Antivirus software (https://redwoods.instructure.com/courses/22093/assignments/530151)	













Date	Details	Due
	 WEEK 02 - Antivirus software (https://redwoods.instructure.com/courses/22093/assignments/530152)	
	 WEEK 02 - Drive properties (https://redwoods.instructure.com/courses/22093/assignments/530153)	
	 WEEK 02 - Drive properties (https://redwoods.instructure.com/courses/22093/assignments/530154)	
	 WEEK 02 - Ejecting a USB drive (https://redwoods.instructure.com/courses/22093/assignments/530155)	
	 WEEK 02 - Ejecting a USB drive (https://redwoods.instructure.com/courses/22093/assignments/530156)	
	 WEEK 02 - Google calendar (https://redwoods.instructure.com/courses/22093/assignments/530157)	
	 WEEK 02 - Google calendar (https://redwoods.instructure.com/courses/22093/assignments/530158)	
	 WEEK 02 - Recovering file from trash (https://redwoods.instructure.com/courses/22093/assignments/530159)	
	 WEEK 02 - Recovering file from trash (https://redwoods.instructure.com/courses/22093/assignments/530160)	
	 WEEK 02 - Rotating between open applications (https://redwoods.instructure.com/courses/22093/assignments/530161)	













Date	Details	Due
	 WEEK 02 - Rotating between open applications (https://redwoods.instructure.com/courses/22093/assignments/530162)	
	 WEEK 02 - Select all (https://redwoods.instructure.com/courses/22093/assignments/530163)	
	 WEEK 02 - Select all (https://redwoods.instructure.com/courses/22093/assignments/530164)	
	 WEEK 02 - Tech is a tool (https://redwoods.instructure.com/courses/22093/assignments/530096)	
	 WEEK 02 - Undo & Redo (https://redwoods.instructure.com/courses/22093/assignments/530167)	
	 WEEK 02 - Undo & Redo (https://redwoods.instructure.com/courses/22093/assignments/530168)	
	 WEEK 02 - USB drives & viruses (https://redwoods.instructure.com/courses/22093/assignments/530165)	
	 WEEK 02 - USB drives & viruses (https://redwoods.instructure.com/courses/22093/assignments/530166)	
	 WEEK 02 - Using find (https://redwoods.instructure.com/courses/22093/assignments/530169)	
	 WEEK 02 - Using find (https://redwoods.instructure.com/courses/22093/assignments/530170)	













Date	Details	Due
	 WEEK 02 - Your computer's properties (https://redwoods.instructure.com/courses/22093/assignments/530171)	
	 WEEK 02 - Your computer's properties (https://redwoods.instructure.com/courses/22093/assignments/530172)	
	 WEEK 02 - Your goals (https://redwoods.instructure.com/courses/22093/assignments/530173)	
	 WEEK 02 - Your goals (https://redwoods.instructure.com/courses/22093/assignments/530174)	
	 WEEK 03 - Dangers of texting & driving (https://redwoods.instructure.com/courses/22093/assignments/530095)	
	 WEEK 03 - Forcing an application to quit (https://redwoods.instructure.com/courses/22093/assignments/530175)	
	 WEEK 03 - Forcing an application to quit (https://redwoods.instructure.com/courses/22093/assignments/530176)	
	 WEEK 03 - Headphones & hearing (https://redwoods.instructure.com/courses/22093/assignments/530177)	
	 WEEK 03 - Headphones & hearing (https://redwoods.instructure.com/courses/22093/assignments/530178)	
	 WEEK 03 - Numlock & Insert key (https://redwoods.instructure.com/courses/22093/assignments/530179)	













Date	Details	Due
	 WEEK 03 - Numlock & Insert key (https://redwoods.instructure.com/courses/22093/assignments/530180)	
	 WEEK 03 - Online survey (https://redwoods.instructure.com/courses/22093/assignments/530181)	
	 WEEK 03 - Open with (https://redwoods.instructure.com/courses/22093/assignments/530182)	
	 WEEK 03 - Open with (https://redwoods.instructure.com/courses/22093/assignments/530183)	
	 WEEK 03 - Screen resolution (https://redwoods.instructure.com/courses/22093/assignments/530184)	
	 WEEK 03 - Screen resolution (https://redwoods.instructure.com/courses/22093/assignments/530185)	
	 WEEK 03 - Uninstalling software (https://redwoods.instructure.com/courses/22093/assignments/530186)	
	 WEEK 03 - Uninstalling software (https://redwoods.instructure.com/courses/22093/assignments/530187)	
	 WEEK 04 - Disconnect movie (https://redwoods.instructure.com/courses/22093/assignments/530094)	
	 WEEK 04 - Excel absolute reference (https://redwoods.instructure.com/courses/22093/assignments/530188)	













Date	Details	Due
	 WEEK 04 - Excel absolute reference (https://redwoods.instructure.com/courses/22093/assignments/530189)	
	 WEEK 04 - Excel calculate your grade (https://redwoods.instructure.com/courses/22093/assignments/530190)	
	 WEEK 04 - Excel calculate your grade (https://redwoods.instructure.com/courses/22093/assignments/530191)	
	 WEEK 04 - Excel relative references (https://redwoods.instructure.com/courses/22093/assignments/530192)	
	 WEEK 04 - Excel relative references (https://redwoods.instructure.com/courses/22093/assignments/530193)	
	 WEEK 04 - Excel training (https://redwoods.instructure.com/courses/22093/assignments/530194)	
	 WEEK 04 - Excel training (https://redwoods.instructure.com/courses/22093/assignments/530195)	
	 WEEK 05 - Amazon revenue (https://redwoods.instructure.com/courses/22093/assignments/530196)	
	 WEEK 05 - Amazon revenue (https://redwoods.instructure.com/courses/22093/assignments/530197)	
	 WEEK 05 - Intellectual property (https://redwoods.instructure.com/courses/22093/assignments/530198)	












Date	Details	Due
	 WEEK 05 - Intellectual property (https://redwoods.instructure.com/courses/22093/assignments/530199)	
	 WEEK 05 - Udemy revenue (https://redwoods.instructure.com/courses/22093/assignments/530200)	
	 WEEK 05 - Udemy revenue (https://redwoods.instructure.com/courses/22093/assignments/530201)	
	 WEEK 05 - Using computers (https://redwoods.instructure.com/courses/22093/assignments/530093)	
	 WEEK 05 - YouTube revenue (https://redwoods.instructure.com/courses/22093/assignments/530202)	
	 WEEK 05 - YouTube revenue (https://redwoods.instructure.com/courses/22093/assignments/530203)	
	 WEEK 05 - YouTube video (https://redwoods.instructure.com/courses/22093/assignments/530204)	
	 WEEK 05 - YouTube video (https://redwoods.instructure.com/courses/22093/assignments/530205)	
	 WEEK 06 - Digital warfare (https://redwoods.instructure.com/courses/22093/assignments/530092)	
	 WEEK 06 - Fonts (https://redwoods.instructure.com/courses/22093/assignments/530206)	












Date	Details	Due
	 WEEK 06 - Fonts (https://redwoods.instructure.com/courses/22093/assignments/530207)	
	 WEEK 06 - Research paper (https://redwoods.instructure.com/courses/22093/assignments/530208)	
	 WEEK 06 - Research paper (https://redwoods.instructure.com/courses/22093/assignments/530209)	
	 WEEK 06 - Word templates (https://redwoods.instructure.com/courses/22093/assignments/530210)	
	 WEEK 06 - Word templates (https://redwoods.instructure.com/courses/22093/assignments/530211)	
	 WEEK 06 - Word training (https://redwoods.instructure.com/courses/22093/assignments/530212)	
	 WEEK 06 - Word training (https://redwoods.instructure.com/courses/22093/assignments/530213)	
	 WEEK 07 - Access database (https://redwoods.instructure.com/courses/22093/assignments/530214)	
	 WEEK 07 - Access database (https://redwoods.instructure.com/courses/22093/assignments/530215)	
	 WEEK 07 - Programming variables & printing (https://redwoods.instructure.com/courses/22093/assignments/530216)	













Date	Details	Due
	 WEEK 07 - Programming variables & printing (https://redwoods.instructure.com/courses/22093/assignments/530217)	
	 WEEK 07 - Ted Talk: An ultra-low-cost college degree (https://redwoods.instructure.com/courses/22093/assignments/530091)	
	 WEEK 08 - Google translate (https://redwoods.instructure.com/courses/22093/assignments/530218)	
	 WEEK 08 - Google translate (https://redwoods.instructure.com/courses/22093/assignments/530219)	
	 WEEK 08 - Programming variables and math (https://redwoods.instructure.com/courses/22093/assignments/530220)	
	 WEEK 08 - Programming variables and math (https://redwoods.instructure.com/courses/22093/assignments/530221)	
	 WEEK 08 - Ted Talk: Andrew Blum: What is the Internet, Really? (https://redwoods.instructure.com/courses/22093/assignments/530090)	
	 WEEK 09 - Google maps (https://redwoods.instructure.com/courses/22093/assignments/530222)	
	 WEEK 09 - Google maps (https://redwoods.instructure.com/courses/22093/assignments/530223)	













Date	Details	Due
	 WEEK 09 - Programming loops (https://redwoods.instructure.com/courses/22093/assignments/530224)	
	 WEEK 09 - Programming loops (https://redwoods.instructure.com/courses/22093/assignments/530225)	
	 WEEK 09 - Ted Talk: Angela Lee Duckworth: The key to success? Grit (https://redwoods.instructure.com/courses/22093/assignments/530089)	
	 WEEK 10 - Google scholar (https://redwoods.instructure.com/courses/22093/assignments/530226)	
	 WEEK 10 - Google scholar (https://redwoods.instructure.com/courses/22093/assignments/530227)	
	 WEEK 10 - Programming conditional logic (https://redwoods.instructure.com/courses/22093/assignments/530228)	
	 WEEK 10 - Programming conditional logic (https://redwoods.instructure.com/courses/22093/assignments/530229)	
	 WEEK 10 - Ted Talk: Jamie Bartlett - How the mysterious dark net is going mainstream (https://redwoods.instructure.com/courses/22093/assignments/530088)	
	 WEEK 11 - Cellphone radiation (https://redwoods.instructure.com/courses/22093/assignments/530230)	






Date	Details	Due
	 WEEK 11 - Cellphone radiation (https://redwoods.instructure.com/courses/22093/assignments/530231)	
	 WEEK 11 - Google news (https://redwoods.instructure.com/courses/22093/assignments/530232)	
	 WEEK 11 - Google news (https://redwoods.instructure.com/courses/22093/assignments/530233)	
	 WEEK 11 - Ted Talk: Dimitri Christakis - Media and Children (https://redwoods.instructure.com/courses/22093/assignments/530087)	
	 WEEK 12 - Google books (https://redwoods.instructure.com/courses/22093/assignments/530234)	
	 WEEK 12 - Google books (https://redwoods.instructure.com/courses/22093/assignments/530235)	
	 WEEK 13 - Browsers (https://redwoods.instructure.com/courses/22093/assignments/530236)	
	 WEEK 13 - Browsers (https://redwoods.instructure.com/courses/22093/assignments/530237)	
	 WEEK 13 - Google shopping (https://redwoods.instructure.com/courses/22093/assignments/530238)	
	 WEEK 13 - Google shopping (https://redwoods.instructure.com/courses/22093/assignments/530239)	



Date	Details	Due
	 WEEK 14 - Google express (https://redwoods.instructure.com/courses/22093/assignments/530240)	
	 WEEK 14 - Google express (https://redwoods.instructure.com/courses/22093/assignments/530241)	
	 WEEK 15 - Ergonomics (https://redwoods.instructure.com/courses/22093/assignments/530242)	
	 WEEK 15 - Ergonomics (https://redwoods.instructure.com/courses/22093/assignments/530243)	
	 WEEK 16 - Reflection paper (https://redwoods.instructure.com/courses/22093/assignments/530244)	
	 WEEK 16 - Reflection paper (https://redwoods.instructure.com/courses/22093/assignments/530245)	
	 WEEK 17 - Chrome Bookmarks (https://redwoods.instructure.com/courses/22093/assignments/530246)	
	 WEEK 17 - Chrome Bookmarks (https://redwoods.instructure.com/courses/22093/assignments/530247)	
	 What do we use email to do? (https://redwoods.instructure.com/courses/22093/assignments/530248)	
	 What do we use the internet to do? (https://redwoods.instructure.com/courses/22093/assignments/530249)	



Date	Details	Due
	 What do you use email to do? (https://redwoods.instructure.com/courses/22093/assignments/530250)	
	 You may be able to lower the cost of internet (https://redwoods.instructure.com/courses/22093/assignments/530251)	
	 Zoom link URL (https://redwoods.instructure.com/courses/22093/assignments/530252)	

