



Syllabus for EDUC 207: Getting Started with Computers

Course Information

Semester & Year: Summer 2026

Course ID and Section number: EDUC 207, E3093

Instructor's name: Deva Richards

Day and time of required meetings: Saturdays, 10:00-12:00, June 6-July 18

Location: Room 103 inside Adult and Community Education, 525 D St., Eureka

Course units: 0

Instructor Contact Information

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

Office hours: By appointment

Phone number: (707) 476-4500

Email address: deva-richards@redwoods.edu

Communication note: Please let me (the instructor) know about any questions or concerns you have regarding the course. You can ask in class, speak with me after class, write me a note, or email me.

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. Use a computer to do basic tasks
2. Demonstrate a basic understanding of applications and their uses
3. Use a mouse or track pad to select, open, and access right click options
4. Demonstrate the role of computers in school and business

Recommended Preparation

None

Required Materials

- Notebook
- Pencil with eraser
- Folder for handouts
- A curious, open mind

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, 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). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

SASS office locations and phone numbers

Eureka main campus

- Phone: 707-476-4280
- Location: Student Services building, first floor of the library, 7351 Tompkins Hill Rd.

Del Norte campus

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

Klamath-Trinity campus

- Phone: 707-476-4280

Student Support Services

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.

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

CR Online Learning Support

Tech support, laptop loans, guides to using Canvas, installing Office 365 for free, and more.

Library Articles & Databases

Find the best library databases for your research.

Online Tutoring Resources

Participate in tutoring over Zoom.

Community College Student Health and Wellness

National Suicide Prevention Lifeline

If you are in distress or with someone who is in distress right now, call or text the National Suicide Prevention Lifeline at 1-800-273-TALK (8255). You can also text the Lifeline at 741-741

Mental Health Counseling

Students may text, email, or fax CR's affiliated licensed therapist, Shawna Bell, to schedule services.

- Text: 707-496-2856
- Email: shawnabmft@gmail.com
- Fax and voicemail: 707-237-2318

Wellness Central

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 at the following website: <https://www.cccstudentmentalhealth.org/resource/wellness-central/>

Counseling

CR's office of Counseling and Advising can assist students in need of academic advising and professional counseling services. Call, email or stop by one of their offices to make an appointment!

Eureka main campus

- Phone: 707-476-4150
- Location: Student Services Building, first floor of the library, 7351 Tompkins Hill Rd.
- Email: counseling@redwood.edu
- Hours: Monday through Friday, 9am to 4pm.

Eureka Downtown site

- Phone: 707-476-4500
- Email: ace@redwoods.edu
- Hours: Hours may vary

Basic Needs Center

CR's Basic Needs Center provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing.

- Phone: 707-476-4153
- Email: basic-needs@redwoods.edu

Learning Resource Center

The Learning Resource Center, located inside the library on CR's main campus, includes the following resources for students:

Library Services

Promotes information literacy and provides organized information resources.

Multicultural Education Center (MEC)

The Multicultural Education Center is a dynamic and inclusive place that supports all students in their academic and personal journeys at the college. We do this by creating community, home away from home, and a safe place for cultural expression, cross-cultural learning, access to college and dignity resources, and social justice work opportunities. The MEC is committed to retention and student success by offering activities related to leadership development, student connectedness and student equity. We are a student-centered program that fosters respect for all people.

Academic Support Center

The Academic Support Center offers tutoring and test proctoring for CR students.

Student Tech Help Desk

Provides students with assistance around a variety of tech problems. Can be reached Monday-Friday, 10:00-4:00, at (707) 476-4225.

Extended Opportunity Programs and Services (EOPS)

EOPS/CARE (EOPS) provides services to eligible income disadvantaged students, including textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the Eureka TRiO office or the Del Norte TRiO office.

Veterans Resource Center

The Veterans Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

CalWORKS

California Work Opportunity & Responsibility to Kids (**CalWorks**) provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Evaluation & Grading Policy

As this is a non-credit course, students will receive an “S” for satisfactory participation.

Summer 2026 Important Dates

June 01	Classes begin
June 18	No classes; Juneteenth, observed

July 02	No classes; Independence Day, observed
July 23	Classes end

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 is located in the 2024-2025 College Catalog and CR Board and Administrative Policies.

AI Use Class Policy

Generative AI tools, such as ChatGPT and Google's Bard, are likely to be widely used in the workplace moving forward. It's important for you to understand how to use them ethically and effectively. For that reason, in this class, you will sometimes be invited to use such a tool in the completion of an assignment. In this class, using generative AI tools is not cheating if the outputs are screened by you for accuracy, bias, appropriateness, and fidelity to your perspective.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to the following: 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 and CR Board and Administrative Policies.

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 My CR Portal at the top of CR’s homepage, located at www.redwoods.edu
- For help logging in to Canvas, and general tech help, visit <https://www.redwoods.edu/support/php>
- Once you’re logged in to Canvas, click on the Help icon on the left menu

Setting Your Preferred Name and Pronouns in Canvas

Students have the ability to display personal pronouns and an alternate first name in Canvas. Students may change their pronouns on their own in Canvas (Account :: Settings :: Edit Settings). To request a change to your preferred list name, contact Admissions and Records. Your Preferred Name will only be listed in Canvas;

this does not change your legal name in our records.

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](#) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or campus-safety@redwoods.edu if you have any questions. Please review the [EurekaEmergencyMap_S24.pdf](#) for campus evacuation sites, including the closet site to this classroom (posted by the exit of each room).

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

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus unless it has been deemed safe by the campus authorities.

Eureka Downtown Site Emergency Procedures

Please review the Eureka Downtown Site emergency map for site evacuation, including the closest area to this classroom (posted by the exit of each room). For more information, call our office at 707-476-4500