Course Information

Fall Semester 2021
Guidance 206 Section E: 2467
Rob Ridenhour:
Monday and Wednesdays from 12:55 – 2:20
333 6th Street Suite B Eureka:
(707) 834-3319
rob-ridenhour@redwoods.edu
This course is noncredit

Instructor Contact Information

Office hours: If you have questions call me or email me and we can make arrangements.

Catalog Description

A course designed for students with developmental or learning disabilities. Students will learn skills necessary for computer use.

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

1. Demonstrate the ability to gather information from the internet.
2. Produce Word documents.
3. Demonstrate the ability to use basic operations including cut, paste, save.

Prerequisites/co-requisites/ recommended preparation

There are no prerequisites for this class.

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 based on 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 or post-test adjustments usually cannot be accommodated.

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.

Evaluation & Grading Policy

There will be no grading in this class!

Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

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 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 is 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.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.
Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email 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 health, mental health, 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.

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 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 if you have any questions. For more information see the [Redwoods Public Safety Page](#).

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.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the

responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
   a. Dial 911, to notify local agency support such as law enforcement or fire services.
   b. If safe to do so, notify key administrators, departments, and personnel.
   c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
   d. Contact Jolene Gates 530-625-4821 to notify of situation.
   e. Contact Hoopa Tribal Education Administration office   530-625-4413
   f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
   a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
   b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
   c. Close all window curtains.
   d. Get all inside to safe location Kitchen area is best internal location.
   e. If a police officer or higher official arrives, they will assume command.
   f. Wait until notice of all is clear before unlocking doors.
   g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
   h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

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 offers assistance to students in need of professional counseling services such as crisis counseling.

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 include

- [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 relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Emergency Procedures for the <u>Eureka Downtown </u>campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room).

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

RAVE – College of the Redwoods has implemented an emergency alert system on the main campus. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to https://www.GetRave.com/login/Redwoods and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu." Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

In the event of an emergency call 911.

(CR's main campus lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

GUIDANCE 206 CLASS SYLLABUS:

SECTION # E 2467

Welcome Students to GUID 206 E2467 Basic Computer Skills for Students with Disabilities. In this course students will learn skills necessary for everyday computer use, including logging in and solving real - life computer problems like saving data or retrieving lost passwords.

Learning Outcomes

In this course students will be able to gather information from the internet, Produce Word Documents, and demonstrate the ability to use basic operations including cut, paste, save.

Course Calendar

Date	TOPIC	
08/23/2021	Introduction, Registration and Syllabus, Computer Interests, What are the possibilities? Typing a poem.	*In-Class Activities will include lectures, discussion, informal*
08/25/2021	Typing a poem, exploring Google images and Copy and Pasting image to go with poem	*assessment, and hands on lab*
08/30/2021	Typing a Poem, no-look typing, Creating a Word Document and saving it.	*activities.*
09/01/2021	Typing a poem, exploring Google for possible page borders and placing them behind poem.	
09/06/2021	**Holiday**	
09/08/2021	Typing a poem and using a search engine and searching The Internet for Answers	
09/13/2021	Inserting Textboxes	
09/15/2021	Creating something Special in Word	
09/20/2021	Typing a poem and Sending an E-mail with an attachment	
09/22/2021	Typing a poem and No-look Typing	
09/27/2021	Typing a poem, and typing a formal letter	
09/29/2021	Creating a table in Word and typing a poem	
10/04/2021	Typing a poem and using textboxes in Word	
10/06/2021	Searching the Internet about Halloween	
10/11/2021	Typing a poem and creating a Halloween card	
10/13/2021	Typing a poem and No-look Typing	
10/18/2021	Typing a poem and Using headers and footers to create a letter	

10/20/2021	Typing a poem, using virus protection, and being careful on the internet with social media	
10/25/2021	Typing a poem and a Scavenger hunt for answers	
10/27/2021	Typing a poem and creating a table on Excel	
11/01/2021	Typing a poem and creating a Day Planner in Excel	
11/03/2021	Typing a Poem, Using a thumb drive, and creating a calendar in Excel	
11/08/2021	Typing a poem and finishing a calendar in Excel	
11/10/2021	Copying pictures and words Off the Internet onto a Word document	
11/15/2021	Typing a poem and creating a card for Thanksgiving	
11/17/2021	Typing a poem and designing a flyer with images online	
11/22/2021	**Holiday; Thanksgiving Week**	
11/24/2021	**Holiday; Thanksgiving Week**	
11/29/2021	Typing a poem and creating a Powerpoint presentation	
12/01/2021	Typing a poem and continuing to create a powerpoint presentation	
12/06/2021	Scavenger Hunt for information about Christmas	
12/08/2021	Typing a poem and creating a card or flyer for Christmas	
12/13/2021	Typing a poem, creating Christmas pictures, cards, flyers, ect.	
12/15/2021	Typing a poem, sharing powerpoint presentations, and Christmas stuff	

Identifying Issues

Students will discuss and practice how to use a computer from logging in to more complex tasks including shortcuts and using technology to save or share information. Students will also discuss how generalized skills impact everyday-living skills. Students will discuss issues faced by individuals not skilled in computer use or other technology and problem solve solutions.

Activities

Students will participate in class discussions, structured game play, as well as role play activities, and paper assignments. Students will also attend field trips or community outings applying skills learned. Students may participate in independent work.

Course Requirements (Grading)

This is a non-credit course. Students will be assessed through observation and completed work to ensure student progress.

Instructor reserves the right to add, delete, or change activities or assignments based on ongoing assessment, attendance, and student needs.

Fall 2021