 Syllabus for Guidance 206;

Introduction to Computers

**Course Information**

Spring Semester 2022

Guidance 206 Section E 3165:

Rob Ridenhour:

Class meetings 12:55 – 2:20 Monday and Wednesday afternoons:

This course is noncredit

**Instructor Contact Information**

Office hours: If you call leave a message. (My phone does not always ring right away). I will call you back!

Phone number: 707-834-3319

Email address: rob-ridenhour@redwoods.edu

**Catalog Description**

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

**Course Student Learning Outcomes**

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](http://www.redwoods.edu/dsps) (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

During COVID19—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**

Spring 2022 Dates

* *Classes begin: 1/15/22*
* *MLK Jr. Birthday (all campuses closed): 1/18/22*
* *Last day to add a class: 1/22/22*
* *Last day to drop without a W and receive a refund: 1/29/22*
* *Census date: 2/07/22 or 20% into class duration*
* *Last day to petition to file P/NP option: 2/12/22*
* *Lincoln’s Birthday (all campuses closed): 2/18/22*
* *President’s Day (all campuses closed): 2/21/22*
* *Last day to petition to graduate or apply for certificate: 3/04/22*
* *Spring Break (no classes): 3/15/21 – 3/20/22*
* *Last day for student-initiated W (no refund): 4/02/22*
* *Last day for faculty-initiated W (no refund): 4/02/22*
* *Final examinations: 5/07/22 – 5/13/22*
* *Semester ends: 5/13/22*
* *Grades available for transcript release: approximately 5/31/22*

**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](http://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2)) 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](https://www.redwoods.edu/catalog) and on the [College of the Redwoods website](https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies).

**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](http://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2)) 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](https://www.redwoods.edu/catalog) and on the [College of the Redwoods website](https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=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.

**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](https://www.redwoods.edu/admissions/Forms)

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](https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Update.pdf).

**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](mailto: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](https://www.cccstudentmentalhealth.org/health-wellness-for-students/).

[Wellness Central](https://ccconlineed.instructure.com/courses/1895?cf_id=2248) 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](mailto:counseling@redwoods.edu).

**Student Support Services**

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

* [CR-Online](http://www.redwoods.edu/online) (Comprehensive information for online students)
* [Library Articles & Databases](https://redwoods.libguides.com/az.php)
* [Canvas help and tutorials](http://www.redwoods.edu/online/Canvas)
* [Online Student Handbook](http://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)

[Counseling](http://www.redwoods.edu/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](http://www.redwoods.edu/asc) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
* [Library Services](https://www.redwoods.edu/library) to promote information literacy and provide organized information resources.
* [Multicultural & Diversity Center](https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center)

Special programs are also available for eligible students include

* [Extended Opportunity Programs & Services (EOPS)](http://www.redwoods.edu/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](https://www.redwoods.edu/trio/eureka) or in [Del Norte](https://www.redwoods.edu/delnorte/TRiO)
* The [Veteran’s Resource Center](https://www.redwoods.edu/vets) 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

**Guidance 206 CLASS SYLLABUS:**

**SECTION # E 3165**

Welcome Students to GUID 206 E 3165 -2016S 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**

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| |  |  |  | | --- | --- | --- | | **Date** | **TOPIC** |  | | **01/19/2022** | Introduction, Registration and Syllabus,  Computer Interests; what are the possibilities? Typing poems. | *In-Class Activities will include lectures, discussion, informal* | | **01/24/2022** | Creating a Word Document Typing poems. | *assessment, and* | | **01/26/2022** | Typing poems, exploring Google images, Copy and Paste, saving your work. | *hands on lab activities.* | | **01/31/2022** | Typing poems, copying and pasting, how to put the words in front of picture. |  | | **02/02/2022** | Inserting Text boxes, typing poems, Creating Valentines Day Card |  | | **02/07/2022** | Typing poems, searching The Internet for Answers to questions. |  | | **02/09/2022** | Typing poems, Inserting Shapes and Textboxes, |  | | **02/14/2022** | Creating something Special in Word, a card a brochure, a creative poem |  | | **02/16/2022** | Typing poems, no-look Typing, |  | | **02/21/2022** | **Holiday Presidents Day off** |  | | **02/23/2022** | Typing poems, headers and footers, creating stationary |  | | **02/28/2022** | Typing poems, creating stationary |  | | **03/02/2022** | Typing poems, Creating a table |  | | **03/07/2022** | Typing poems, using Excel |  | | **03/09/2022** | Typing poems, Searching the Internet for events |  | | **03/14/2022** | **Spring Break** |  | | **03/16/2022** | **Spring Break** |  | | **03/21/2022** | Typing poems, No-look Typing |  | | **03/23/2022** | Typing poems, Searching the Internet (Subjects and Images) |  | | **03/28/2022** | Typing poems, sending an email |  | | **03/30/2022** | Typing poems, Scavenger hunt for answers |  | | **04/04/2022** | Typing poems, exploring Social Media |  | | **04/06/2022** | Typing poems, talking about Internet Security |  | | **04/11/2022** | Typing poems, talking about storage, saving, and backing-up data |  | | **04/13/2022** | Typing poems, finding sites on the internet |  | | **04/18/2022** | Typing poems, copying off the Internet |  | | **04/20/2022** | Typing poems, creating something for Easter |  | | **04/25/2022** | Typing poems, designing a flyer with images online |  | | **04/27/2022** | Typing poems, typing a letter |  | | **05/02/2022** | Typing poems, scavenger Hunt for images |  | | **05/04/2022** | Typing poems, creating a Mother’s Day Card |  | | **05/09/2022** | Typing poems, using Shapes to create something |  | | **05/11/2022** | Final Class open |  | |

**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.

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

**Spring 2022**