

Syllabus for Basic Computer Skills for People with disabilities

Course Information

Autumn 2023

Guidance 206 Section E 6604

Instructor's name: Robert Ridenhour

Monday and Wednesday 12:55 – 2:20 P.M.

Location: 333 Sixth Street Suite B Eureka

Course units: This is a noncredit class

Instructor Contact Information

Rob Ridenhour

Phone number: (707) 834-3319

Email address: rob.ridenhour@redwoods.edu

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

Catalog Description

This is 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 are no grades in this course.

Admissions deadlines & enrollment policies

Fall 2023 Dates

- *Class begins: 8/21/23*
- *Labor Day Holiday (all campuses closed): 9/04/23*
- *Veteren's Day Holiday (all campuses closed): 11/10/23*
- *Thanksgiving Break (no classes 11/20/23 – 11/24/23)*
- *Semester ends 12/15/23*

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://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

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

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.

Emergency Procedures for the Eureka Downtown campus:

In the event of an emergency call 911.

- Be aware of all marked exit from this building.
- Once outside, move to the parking lot opposite the fire station outside this building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave unless it has been deemed safe by the Incident Commander or campus authorities.

CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

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.

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 6604

Welcome Students to GUID 206 E 6604 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.

<i>Course Calendar</i>		
<i>Date</i>	<i>TOPIC</i>	
<i>08/21/2023</i>	<i>Introduction, Registration and Syllabus, Computer Interests; What are the possibilities? Typing poems. Centering, Font style and size in Document;</i>	<i>In-Class Activities will include lectures, discussion, informal</i>
<i>08/23/2023</i>	<i>Typing poems. Saving a Document or saving your work.</i>	<i>assessment, and hands</i>
<i>08/28/2023</i>	<i>Typing poems, exploring Copy and Paste or adding a picture to your document</i>	<i>on lab activities.</i>
<i>08/30/2023</i>	<i>Typing poems, Google images, copy and paste a page border to your document</i>	
<i>09/04/2023</i>	<i>No Class: Labor Day</i>	
<i>09/06/2023</i>	<i>Typing poems, searching The Internet for Pictures and Answers</i>	
<i>09/11/2023</i>	<i>Typing poems, Inserting Textboxes</i>	
<i>09/13/2023</i>	<i>Typing poems, Using Shapes</i>	
<i>09/18/2023</i>	<i>Typing poems, making a card</i>	
<i>09/20/2023</i>	<i>Typing poems, what is no look typing</i>	
<i>09/25/2023</i>	<i>Typing poems, Headers and footers</i>	

09/27/2023	<i>Typing poems, Creating Stationary</i>	
10/02/2023	<i>Typing poems, Creating a table</i>	
10/04/2023	<i>Typing poems, Using Excel</i>	
10/09/2023	<i>Typing poems, Searching the Internet for events</i>	
10/11/2023	<i>Typing poems, Storage, Saving, and Back-up</i>	
10/16/2023	<i>Typing poems, Creating and Sharing</i>	
10/18/2023	<i>Typing poems, No-look Typing</i>	
10/23/2023	<i>Typing poems, typing a letter</i>	
10/25/2023	<i>Typing poems, making stationary</i>	
10/30/2023	<i>Typing poems, Scavenger hunt for answers (movies and songs)</i>	
11/01/2023	<i>Typing poems, Social Media</i>	
11/06/2023	<i>Typing poems, Internet Security</i>	
11/08/2023	<i>Typing poems, E-mail</i>	
11/13/2023	<i>Typing poems, Searching for websites</i>	
11/15/2023	<i>Typng poems, Thanksgiving card</i>	
11/20/2023	No Class: Thanksgiving Break	
11/22/2023	No Class: Thanksgiving Break	
11/27/2023	<i>Typing poems, Typing a letter and resume</i>	
11/29/2023	<i>Typing poems, Scavenger Hunt for images Copying Off the Internet</i>	
12/04/2023	<i>Typing poems, Creating a Christmas card</i>	
12/06/2023	<i>Typing poems, Using Shapes</i>	
12/11/2023	<i>Typing poems, Final two Classes open</i>	
12/13/2023	<i>Typing poems, Final two Classes open</i>	

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.

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