THE SCHOOL OF ADAPTIVE COMPUTER TRAINING
To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

Working Remotely

Now Enrolling! Online or in person class options available.

Class Description
Students will learn behaviors and techniques to facilitate and participate effectively and safely in a virtual environment. They will learn how to effectively host and participate in virtual meetings.

Topics Covered
• Technology requirements and options
• Online professionalism
• Online etiquette
• Creating the right environment
• Online risks and protection
• Hosting a meeting
• Working from home
• Virtual job interviews
• Participating in a meeting:
  • Optimize camera and microphone setup
  • Surroundings
  • Appearance
  • Body language
  • Virtual backgrounds
  • Managing noise

Expected Student Outcomes
• Describe technology required to host or participate in a virtual meeting,
• Describe how to create a professional environment for video conferencing,
• Describe appropriate professional behaviors for online meetings,
• Demonstrate ability to join an online meeting and effectively manage the technology, and.
• Demonstrate how to host a meeting:
  • Schedule a meeting,
  • Invite meeting participants,
  • Start a meeting,
  • Admit and manage participants,
  • Screen and eject unwanted participants,
  • Share computer screen

Visit www.cprf.org/programs/sact to view our current class schedule.