



# 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.*

## Living & Working Online

### **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.

**>>>> NOW ENROLLING <<<<**

**Available online or in-person**

Visit [cprf.org/sact](http://cprf.org/sact) to view our current class schedule  
(under "SACT RESOURCES & FORMS")

### **Topics Covered**

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

### **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, and
  - Share computer screen

**It's about employment and independence for people with disabilities. The rest is technology.**

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.  
5111 E 21st St N | Wichita, KS 67208 | (316) 652-1527 | [bshurden@cprf.org](mailto:bshurden@cprf.org) | [www.cprf.org/sact](http://www.cprf.org/sact)

