

Golden Oak Adult School

Syllabus for Basic Computer Skills for Working from Home

January 25- February 22, 2021

Instructor: Casey Burrill

Class Days: January 25, February 1, February 8, and February 22

Class Hours: 6:00-8:00pm

Room number: Online Zoom Meeting

Location: Golden Oak Adult School
23201 Dalbey Drive
Santa Clarita, CA 91350

Main number: (661) 253-0583

Office website: goldenoakadultschool.com

Teacher Email: cburrill@hartdistrict.org

Teacher Website- wrwebheads.com/go.htm

Class Zoom Link-

<https://hartdistrict-org.zoom.us/j/85743299696?pwd=RkVoYnBNWnBBUFRhVm1Jc05vak53UT09>

Rules and Expectations


Punctuality and attendance

As in “real life”, attendance and punctuality is important. Please respect the time of the instructor and other students in the class.

Each class will have some projects for students to complete before we meet for the next class. Contact me if any questions or problems.

Food and Drinks

In accordance with district policies regarding alcohol and tobacco use, students are strictly prohibited from using these substances during distance learning sessions. Students are also





MISSION STATEMENT

The mission of Golden Oak Adult School is to meet the educational needs of the community by empowering learners with academic, career, and technical skills, preparing them for post-secondary education, today's changing workforce, and civic and community involvement.

SCHOOLWIDE LEARNER OUTCOMES

Golden Oak Adult School students demonstrate:

- Critical thinking and problem solving
- Goal setting skills
- Effective communication
- Global citizenship



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reminded that class time is not mealtime and eating and drinking aside from water is not appropriate.

Online Safety/Professionalism

In order to preserve the safety and security of all students, passwords, login information, and links to course materials are not to be shared. In the event of a technical issue or lost login information, students should first contact their instructor. Please ensure that during face to face video class sessions your background does not include other individuals in your home or include inappropriate content/images/objects.

Cell phones and other noise

During class time your cell phone should be muted. In addition, during live video sessions your work area should be free of additional noise that may be distracting to others. Please remember to mute your microphone when appropriate, and in the event that a private space in the home is unavailable, students are encouraged to use headphones to reduce background noise.

Class Website

www.wrwebheads.com is the class website. Here you will find class agendas, helpful links, projects, and useful course information. Please check the webpage often.