Computers for Life and Work
Rules & Procedures

<table>
<thead>
<tr>
<th>Location</th>
<th>1500 Mission Blvd</th>
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<tbody>
<tr>
<td>Room #</td>
<td>Digital Literacy Lab</td>
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<tr>
<td>Time</td>
<td>T-Th 1:30-4:00</td>
</tr>
<tr>
<td>Instructor</td>
<td>Don Prescott</td>
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<tr>
<td>Phone</td>
<td>(415) 575-2271- Don Prescott (415) 575-2165- Paul Fong</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dprescott@sfgoodwill.org">dprescott@sfgoodwill.org</a> <a href="mailto:pfong@sfgoodwill.org">pfong@sfgoodwill.org</a></td>
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**Rules:** Throughout this course you will learn the fundamentals of computing; while you are doing so, I ask that you please adhere to some rules while in the computer lab. Also, note that while many of the rules will be similar to those of other instructors at Goodwill each instructor is unique and will have a different set of rules. As such, please be aware of what rules your other instructors set for their class and follow them.

1. Please, no food or drink in the lab. You may place it on my desk or the windowsill.
2. The classroom is no place for foul or abusive language. Respect other students.
3. Do not change the settings on your computer unless instructed. Always follow the instructor.
4. Please, refrain from side conversation while the instructor is presenting.
5. Please, refrain from asking off topic questions before or during class, hold them until after.
6. Respect the equipment.
7. Please, be on time.
8. Put cell phones on vibrate and if you need to answer quietly step outside.
9. Follow all Goodwill policies to include the Goodwill dress code.

**Procedures:**

1. Upon entering class, sign in on the class roll sheet located at the teacher station.
   - If you are a TE and are required to also log into e-timesheet using the computer.
   - Late participants should quietly enter the room, sign in, get handouts then have a seat.
2. Pick up any handouts for the class.
3. Then proceed to check out your laptop, I'll get it for you.
4. Throughout the class, follow along using the handouts (handouts will be used for most of this class)
5. We will take a 5-15 min break at approximately 2:45.
6. During class projects please inform me if you are having trouble or if you have a question. You may do this by raising your hand. Also, please be patient I will get you as soon as I can.
7. Class will end by 4:00, prior to leaving return your laptop, then clean up your area and push your chair back in.
8. Missed handouts will be made available after class or online only.