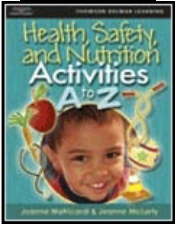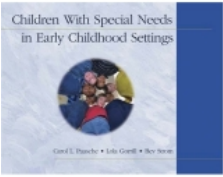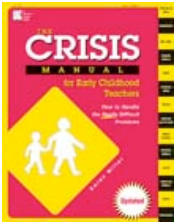PROFESSOR: Jo-Ann Foley is a full-time instructor at Sacramento City College. You are welcome to make an appointment to meet with her in person, online, or by phone.

Office: Rodda North #233

Hours: Please make an appointment. (Preferred: T/Th at noon in the ECE Library- 2nd Floor of the Child Development Center.)

E-Mail: FoleyJ@scc.losrios.edu

Phone: 916-558-2103

Website: http://web.scc.losrios.edu/foleyj/

D2L Access: https://d2l.losrios.edu/

Required Textbook:*
Health, Safety, & Nutrition, for the Young Child

Author: Marotz, Lynn R
Edition: 8th
ISBN: 9781111298371
Copyright: 2012
eText ISBN: 1111298378

Optional Book (Reference):
Health, Safety, and Nutrition Activities A to Z

Author: Matricardi, Joanne
Edition: 1st
ISBN: 141804850X
Copyright: 2008

Optional Book (Reference):
Children with Special Needs in Early Childhood Settings

Author: Carol Paasche
Edition: Spiral
ISBN: 1401835708
Copyright: 2003

Optional Book (Reference):
Crisis Manual for Early Childhood Teachers

Author: Karen Miller
Edition: 1st
ISBN: 0876591764
Copyright: 2003

Other Required Items:
- Availability and ability to use a computer (PC Pentium processor or better – or MacG3 or better). If you do not have a computer you may use one on campus. For a list of computer labs on the SCC main campus see: http://www.scc.losrios.edu/x1376.xml
- Access to the Internet.
- An active email account. As an SCC student, you have a free email account available to you. To request an account go online to: https://imail.losrios.edu/
   a.   Click on Activating iMail is easy.
- Lots of TIME and SELF-MOTIVATION to complete your assignments and keep up with the class.
- Organization of all assignments and activities for the duration of the semester.

Programs needed on your computer include but may not be limited to:
- Wordprocessing (ex: Word- ability to save as rtf files), Open Office (free downloads) http://www.openoffice.org/product/
- Firefox and/or Safari Web Browsers (free download): http://www.mozilla.com/en-US/firefox/upgrade.html
- Word processing program (ex: Word 2000 or better).
- Adobe Acrobat Reader (free download): http://www.adobe.com/products/acrobat/readstep2.html
- Quicktime Player (free download): http://www.apple.com/quicktime/download/win.html
- Powerpoint Viewer (free download):
- http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=cb9bf144-1076-4615-9951-294eeb832823
- Real Player (free download) http://www.real.com/realplayer/search

The text may be purchased at the SCC Campus Bookstore, or Student Book Exchange, or various online bookstores like Amazon or Half.com; download an e-book; or check into renting a book at Chegg.com.
There should also be a copy of the text at the SCC Library Reserve Desk & Davis Center (2 hour maximum).

*If you choose to use an earlier edition of the text, it is your responsibility to compare the older text with the current text for updated information and reorganization of the material.

Course Description:

Prerequisite: None Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318; and MATH 34; and ECE 410 or HEED 330; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and NUTRI 300 with grades of "C" or better. General Education: AA/AS Area E2; Acceptable for credit: CSU.

Description: The key components that ensure the health, safety, and nutrition of both children and staff will be identified along with the importance of collaboration with families and health professionals. Students will be introduced to early childhood curriculum, regulations, standards, policies, and procedures related to child health, safety, and nutrition. Course emphasis is placed on integrating and maintaining the optimal health, safety, and nutritional concepts in everyday planning and program development for all children. Projects related to health, safety, and nutrition education as well as optional field trips may be included as part of the curriculum. *(Students may receive credit for exactly one of the following: ECE 415, FCS 346, or NUTRI 320.)*

Course Objectives:

Upon completion of this course, the student will be able to:

- research and discuss current health, safety, and nutrition issues related to children, families, and early childhood programs.
- discover community resources for health, safety, and nutritional collaboration.
- assess strategies to maximize the mental, physical, and emotional health in programs for all children in accordance with culturally, linguistic, and developmentally sound practice.
- demonstrate effective strategies for evaluating health, safety, and nutrition policies and procedures.
- compare and contrast various health assessment tools and policies.
- identify environmental health and safety risks in early childhood settings.
- recall symptoms and management of common communicable diseases and other health conditions that effect young children.
- identify characteristics of abuse and neglect and demonstrate knowledge of mandated child abuse reporting procedures.
- examine variations of nutritional and health practices and perspectives in culturally-diverse communities.
- analyze the nutritional needs of children at various ages and evaluate the relationship between healthy development and nutrition.
- evaluate current health hazards in the food supply and explain the control of food borne illness.
- plan economical and nutritional menus (meals and snacks) for children that meet current state and federal guidelines.
- compare and contrast various methods of collaboration with teachers and families to promote health, safety, and nutrition in settings for children.
- demonstrate early childhood curriculum on the topics of health, safety, and nutrition appropriate for families and all children.
- evaluate and review laws, regulations, standards, policies, and procedures supporting health, safety, and nutrition in children's programs and families. (e.g. Title 22, Title 5, Fire Code)
- distinguish aspects of quality in programs for young children as related to health, safety, and nutrition, acknowledging the value of collaboration with families and the community.
- recognize a caregiver's role and responsibility to model health, safety, and nutrition habits.

Course Requirements: (See Required Textbook and Other Required Items listed on page 1.)

ONLINE Section: This course is offered almost entirely online.* Students must have basic computer familiarity such as uploading documents, saving documents as RTF (Rich Text Format) files, searching the Internet, and basic problem solving ability. Coursework can be submitted from any computer with Internet access. Computer labs on the SCC Campus can be found on the following website: http://www.scc.losrios.edu/x1376.xml . Online students will be required attend a mandatory orientation if they have not successfully taken an online course previously.

How do I start the class assignments?

Your FIRST OFFICIAL ASSIGNMENT for this class is to UPDATE YOUR SCC EMAIL ADDRESS.
- Students automatically have an email account through Sacramento City College for FREE.
- If you do not check your SCC email regularly then configure it to FORWARD to an email address you do check frequently.
- Please keep this updated if you change your email address during the semester.

NEXT:
- View Children's Health, Safety and Nutrition Course Information
- View D2L Orientation
- Complete the D2L Sample Class (all 5 Modules)
- Save the Certificate of Completion as an RTF document
- Submit the Sample Class' Certificate of Completion to Dropbox and
- Take Children's Health, Safety & Nutrition Orientation Quiz

Once the above are complete, you will find your WEEKLY ASSIGNMENTS in the CONTENT AREA of the Children's Health, Safety & Nutrition Class in D2L.

Students must submit the Certificate of Completion, and take the Orientation Quiz within the first three days of class. Otherwise, the student will be considered a "no show" and dropped accordingly.

Your Weekly ONLINE Section Routine:
- Check your email and connect to the D2L site regularly, (AT LEAST 3 times per week).
- Read the **NEWS** on our **Course Home Page** and then click on **CONTENT** to access each **Weekly Assignments folder**.
- For each WEEK, you should do the following, and in this order:
    1. Complete the assigned **Reading**.
    2. View the **Powerpoint and Lecture** found through the Content Area of D2L.
    3. Complete the chapter **Assignments** and **Activities** found through the Content Area of D2L**.**
    4. Participate in the **Discussion Board** topics each week. Disappearing from the Discussion Boards is like a student not attending class, and as such your disappearance may result in being dropped.
    5. **Review** using the chapter study guides and/or chapter quizzes found through the Content Area of D2L.
    6. All assignments must be submitted on time. "**On time**" means that the assignment will be submitted on the date that it is due. Illness and other life challenges are not excuses for forgetting and/or not being aware of due dates and assignments. Submission will be done through the D2L Dropbox.
- At all times, students and instructor will use language appropriate to an academic setting.

WEB ENHANCED Section (FACE-TO-FACE): The D2L website offers an abundance of enriching resources for students. To access the resources you will need the use of a computer with Internet. The instructor will hold an orientation during class time to introduce you to D2L. It is suggested that you follow instructions above for the ONLINE Section to benefit from the supportive materials.

Semester Assignments, Child Care Center Observations, and Essays:
- The usual **due date** for weekly assignments is by Tuesday evening at 11:50pm.
- Most major papers and assignments will be submitted using the DROPBOX in D2L.
- Save documents as RTF (Rich Text Format) files before submitting.
- Please **spell-check**, and **proof-read** your assignments before submitting them.
- All assignments must be submitted on time. On time means that the assignment will be submitted by the date that it is due. (**DUE DATE**) Late assignments may receive up to 70% of the credit, no more.
- Once the Dropbox folder for the assignment has been closed, no additional papers will be accepted (**END DATE**), no exceptions.
- Ignorance of an assignment does not excuse the student from the responsibility of turning that assignment in "on time." If you are unsure of an assignment ask fellow students in the discussion board in addition to the instructor.
- Be sure to read the syllabus section on cheating and plagiarism. (See below.)

Term Project
Health or Safety (not Nutrition) Lesson Plan and Presentation (150 Points)
Initial Submission Due 9th Week; Final Submission (End Date) Due 11th WEEK
Specific instructions will be given regarding the format of the Health or Safety lesson plan. The online students will present their lesson plan at a child care center convenient to their location, the face-to-face class will present their activity on campus. Everyone will share their lesson plan on the Discussion Board.

Cheating and Plagiarism: (Read article at   http://grammar.quickanddirtytips.com/what-is-plagiarism.aspx)
All submitted written work must be in your own words and <u>original to the semester</u>. Whether writing a research paper, video reviews or creating lesson plans you may need to refer to the work of other people—to describe their research or ideas, or to quote them, for example. Whenever you refer to, paraphrase, or quote the theories or research of other people, you need to indicate in your paper the source of your information. Thoroughly documenting your sources has a number of advantages; for example, you help your reader to check the accuracy of your description of the source, and the credibility of the source itself. Disregarding this requirement will result in an F on the assignment.

If you would consider submitting work which is not your own, do not take this class. Plagiarism includes copying-and-pasting off the Internet. You need to be able to read/view the information, understand it, then answer questions in essay format using your own words. If you incorporate someone else's ideas the use of quotation marks and citation of valid sources must be reflected in all essays, papers and projects. If you cheat or have others do your work, you will receive an F.

If you are retaking this course, you must submit original papers. Do not submit papers you have used in the past.

Discussion Boards: ONLINE Section   (=Class Participation)
There will be discussion board topics each week during the semester. You will be required to post a response to the boards and then reply to another student's post. For any given discussion board topic you may receive 3 points for your original post and 2 points for responding to another student for a total of 5 points for each discussion board topic. Not participating on the discussion board is equivalent to a student who does not attend a face-to-face class… This will result in the student being dropped from the class.

- Discussion board participation requires weekly reading assignment to have been completed and understood.
- No credit will be given to posts that do not show careful consideration of the assigned material. Read what other students have said carefully before posting your reply. You need to make sure you understand where the current discussion is headed before you make your contribution.
- A discussion is not a debate (or argument); the point is not to prove that you are right and that someone else is wrong. Instead, the goal is to share information and help all the students in the class learn more about the subject under discussion.
- As in any class, it is imperative that the learning environment is supportive, neutral and respectful. With that said, please think about what you write in the same way you would do so in a classroom. Responses should be as politically correct and as inoffensive as possible. Vulgarity and other inappropriate language usage will not be acceptable and may result in you being dropped from the class.
- Your posts must also be substantive. For example, "Yeah, I agree with you," or "I'm not really sure what I think…" or paraphrasing another student's post would not be substantive. Your contributions should be unique, and in your own words.
- Use short and concise sentences, and get to your point quickly. If your post is on the long side, you should break it up into separate paragraphs to make it easier for others to read online, with line breaks in-between the paragraphs.
- Make sure you spell-check your written communication and proofread it for clarity (reading out loud is a great way to proofread and also to make sure what you are saying "sounds right" before you post).

Exams:

There will be three exams, including the final. Each exam consists of 50 multiple-choice questions. You will have 2 hours to complete the entire exam. Exams are worth 200 points each. Even though the exams are open book, **online**, and taken at your convenience, you should always study for them as you would any other exam. Exams will be given through the class' D2L Quizzes site.

> **The instructor will give a "Make-Up Exam"** within one week of the original exam. It is the student's responsibility to schedule the make-up exam. Students may take the make-up exam if they missed the original exam, or to improve their original score. However, students taking the make-up exam will receive no more than 70% of the possible points (=140 points).

Grading:

Students' grades will be based on accumulated points from all quizzes, discussion board participation, assignments, papers, and exams given throughout the semester. The points will be totaled at the end of the semester and the semester grade will be based on the following formulas:

Tentative P O I N T D I S T R I B U T I O N		Tentative G R A D E D I S T R I B U T I O N	
Discussion Board	100	950….1055 =	A = 90–-100%
Activities	165	844…...949 =	B = 80—89%
Lesson Plan	150	738… ..843 =	C = 70—79%
+Quizzes & Exams	640	633…...737 =	D = 60—69%
Total Points	1055	Below 632 =	F = Below 60%

Final Semester grades will also reflect completion of all assignments on time, consistent class participation (face-to-face= participation) (online = discussion board), & cooperation throughout the semester.

Incompletes:

An **"Incomplete"** grade will not be given simply because you have gotten behind in your course work. College policy requires that a student must have a passing grade up to 4 weeks before the end of the semester on all required course work up to that time. An "**Incomplete**" is only to be given in dire circumstances such as personal illness, or a death in the immediate family. Please note, home computer failure is not an acceptable excuse to request an incomplete. Computers and software are available in the computer labs on campus.

Special Accommodations:

If a student requires special accommodations, s/he must make an appointment with the instructor during the first two weeks of the semester to file the appropriate paperwork.

Cell phones are to be **turned off before** entering a classroom or campus computer lab.

Campus Waste Reduction:

All staff and students are expected to participate in SCC's waste reduction program. Please reduce the amount of paper you use, reuse resources whenever possible, and always recycle the appropriate materials in the blue receptacles. We have a beautiful campus. Please help us keep it that way.
View: http://media.scc.losrios.edu/foleyj/DangersofPlasticBags.pps

Fall 2012

Tentative Class Schedule

The following assignment schedule is tentative -- please see our D2L NEWS items for any changes. Also check CONTENTS for each weekly assignment folder. D2L will be available to students beginning at the time of our class orientation.

Week/Date	Topic	Reading
1 8/28	Orientation *(& Quiz)* Introduction Children's Well-Being: What It Is and How to Achieve It	 Chapter 1
2 9/4	 Daily Health Observations	 Chapter 2
3 9/11	 Assessing Children's Health	 Chapter 3
4 9/18	Common Chronic Conditions Affecting Children's Health The Infectious Process and Environmental Control	Chapter 4 Chapter 5
5 9/25	Communicable and Acute Illness: Identification & Management *Practice Quiz for Exam 1- Open Tuesday through Monday, only*	Chapter 6
6 10/2	***EXAM 1*** *Completion of Student Activities-Health* Creating High-Quality Environments	***Unit 1*** ***Chapters 1-6*** Chapter 7
7 10/9	Safety Management Management of Injuries and Acute Illness *Make-up for Exam 1-Open Wednesday through Tuesday*	Chapter 8 Chapter 9
8 10/16	 Maltreatment of Children: Abuse and Neglect	 Chapter 10
9 10/23	Planning for Children's Health & Safety Education Nutrition Education Concepts and Activities *Practice Quiz for Exam 2 Open Tuesday through Monday, only*	Chapter **11** Chapter **20**
10 10/30	***EXAM 2*** *Completion of Student Activities-Safety*	***Unit 2*** ***Chapters 7-11 & 20***
Health or Safety Lesson Plan Initial Submission = 9th Wk; Final Submission = 11th Week		
11 11/6	Nutritional Guidelines Food Safety *Make-up for Exam 2-Open Wednesday through Tuesday*	Chapter **12** Chapter **19**
12 11/13	Nutrients That Provide Energy Nutrients That Promote Growth of Body Tissues Nutrients That Regulate Body Functions	Chapter 13 Chapter 14 Chapter 15
13 11/20	Feeding Infants Feeding Toddlers and Young Children	Chapter 16 Chapter 17
14 11/27	Planning and Serving Nutritious and Economical Meals *Practice Quiz for Exam 3- Open Tuesday through Monday, only*	Chapter 18
15 12/4	***EXAM 3*** *Completion of Student Activities-Nutrition*	***Units 3 & 4*** ***Chapters 12-19***
16 12/11	 *Make-Up Exam 3- Open 12/11-12/18*	

Our "week" will run from Tuesday to Tuesday. Assignments are due by Tuesday at 11:50pm.
* Exceptions to the Tuesday-Tuesday schedule= Practice Quizzes are open Tuesday-Monday;
and Make-up exams are open Wednesday-Tuesday

COMMUNICATION:

If you have questions or problems, make sure to speak up and let me know about it at the earliest opportunity. Just like you would raise your hand in class to ask for a question or clarification, you can send an email to me to get help (or you ask a question in the Cyber Cafe of the discussion board, etc.). If you have problems or questions, it is your responsibility to communicate that with me as soon as possible. The longer you wait, the less chance that you will get the help you need in time to solve your problem. So: speak up!

Email- Student To Instructor

When emailing the instructor always do the following-
- **SUBJECT** of your email should say *HSN Online, or HSN F2F Course*
- **Sign message** using your **FIRST and LAST** name, as it appears on your college registration forms.
- Include **previous thread** of the email if it is an ongoing communication.
- Do NOT type your message in all capital letters.

Email- Instructor To Student

I will respond to all emails as soon as possible. Please understand, I may not be available 24/7.
- If multiple students have a concern, the response may be posted on the D2L ANNOUNCEMENT page as a FAQ (frequently asked question).
- SCROLL through the ANNOUNCEMENT page regularly.
- I may also respond to FAQ's using the D2L email system.
- Keep email address UPDATED in D2L throughout the semester.

Phone Messages- Student To Instructor

When leaving a voice message:
- Minimize background noise, it can drown-out your voice. (Wind, radio...)
- Speak SLOWLY and CLEARLY so I can understand what you are saying. Be prepared to leave a message BEFORE you call, so you know what you are going to say.
- Leave your phone number EACH TIME you call. I cannot memorize all of your phone numbers. (And, our office phones do not have caller ID!)
- Please repeat your phone number a second time so I can confirm I wrote it down correctly.

Follow-up on messages. if you haven't heard from me after several days- to a week, please try again. Messages sometimes get dropped or lost accidentally.

Student-To-Student Communication:

Your fellow students are equally valuable resources for your learning.
- The Discussion Board is a tool to ask questions and communicate with each other.
- One Discussion Board Forum (called Cyber Café) is an area created for students to "virtually" hang out and get to know one another (in a politically correct manner, of course)...
  - Post any questions that you may have here -- this may include questions about due dates, activities, tests, how to access a link, etc.
  - Answer each others' questions and help each other out. Please check this board each time you log on and see if you can be of assistance to a classmate.
  - It is also a place for Students to help other students with challenging parts of the class.
  - Keep the tone positive.

So how do I use this D2L?

What is D2L?
Desire2Learn (D2L) is a web-based course management system designed to create a rich online learning environment for students. D2L includes features such as an electronic dropbox, automated gradebook, discussion boards, and quizzes.

How do I log in to D2L?
Each student in this class has a Los Rios Online account. Because this class is only accessible to those students who are actually registered for the class, security of content, information and posts is provided. There is absolutely no advantage in lending other students your access code. All of your posts and communications will be attributed to you, and you will be held accountable for such. For this reason, and for the matter of class integrity, please do not share your access code with others!!

1. Open an Internet browser. (i.e. Firefox, Chrome, or Safari) You can do this at home, at a public library, or from a computer on campus.
2. Go to **http://d2l.losrios.edu** or to the eLearning link on the college homepage.
3. Enter your USERNAME and PASSWORD:
   ▪ Students: Your username is the letter w followed by your Student ID#.
   ▪ Your default password is your Los Rios "unified password". (The same one you use for iMail, eServices, and college email.)

How do I see my courses in D2L?
Once you have successfully logged in, look for the box labeled My Courses in the middle of the My Home screen. The names of the courses that you are enrolled in will appear if they have a D2L course site and if the instructor has made the course active. The names will be underlined and in blue type. Click the name of the course that you wish to view.

Once inside my D2L course, how do I access the course materials?
Use the navigational tool bar along the top of your course homepage. The links located on this tool bar allow you to access materials within your course. Some tools that your instructor is using include:

Course Home contains News Items as well as a Course Calendar and Contact information for your instructor.
Content includes your course syllabus, and links to weekly assignment instructions.
Discussion board is where you will interact with your classmates. (Course participation)
Dropbox is where you will submit electronic copies of your homework to your instructor.
Quizzes is where you complete course quizzes and exams.
Grades is where you can see your grades on assignments throughout the semester.

Some helpful Tips for using D2L:
Get in the habit of using the links located on the navigational bar to move around inside your course.
When exiting your D2L course, be sure to click on the Logout link AND close the browser window. This is especially important if you are using a computer in a public lab.
Mac users: Make sure you are using the most current version of either Safari or Firefox.

<u>Discussion Board in D2L</u>: Click the Discussion link on your course navigation bar

How do you "post" to the Discussion Board?
After reading the topic consider what your thoughtful contribution is going to be.

1. Go into the Topic and click the **Compose** button to add a new message.
2. Give the message a Subject and type your Response in the larger box.
3. Click **Post** to add your message and view it in the main discussion list. (3 points)
4. **READ** other students' posts.
5. **REPLY** to another student's post by clicking on **Reply** after you have read their post.
6. Enter a thoughtful response to their post and click on **Submit**. (2 points)

<u>**Using the Dropbox: Click the Dropbox link on your course navigation bar.**</u>
The Dropbox tool lets you submit assignments electronically, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder.

From Folder List page you can view:

1. A list of assignment folders and related attachments.
2. DUE Dates and END Dates for your assignments.
3. The number of assignments that you submitted to each folder.
4. Whether feedback, including grades has been left for you.

Uploading your Assignment to Dropbox
When you have completed your assignment, do the following:
(Example: Week 1 Article Review Assignment)

1. Save the file to your computer. Be sure to save it as an .rtf file and add your last name like this:
      Week1-Article-YourLastName.rtf
2. Go to the main Dropbox page, click the name of the Folder: **Week1: Article Review**.
3. Click **Add a File**.
4. **Browse** and **Open** your file.
5. Click **Upload** to attach the file.
6. Enter any comments in the Comment field.
7. Click **Upload**.
8. You will see your file under the "Add a File" button.
9. Click the "**Submit**" button

How to Create a Rich Text Format file:

- Your homework must be submitted in Rich Text Format (or as an RTF File).
- Any word processing program can open and read a Rich Text Format file.
- Any word processing program can create a Rich Text Format file.
- These are the steps to create an RTF file with Microsoft Word or most other word processing programs.
- All word processing programs have the ability to save a document as an RTF file.

This option is accessed through the following steps:

1. Click on "File," then "Save As…"
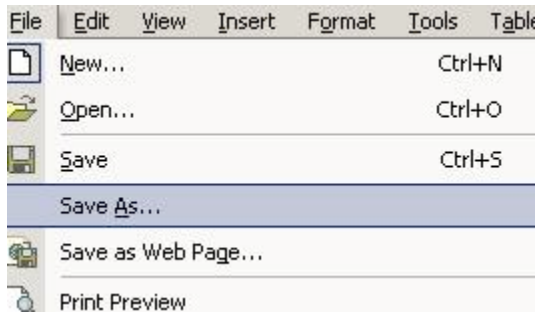
2. Click on the "Save As Type" drop down arrow.
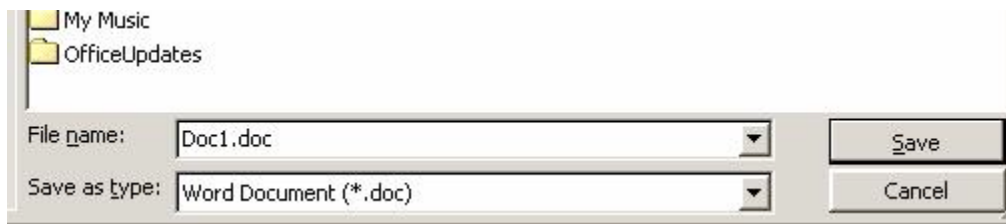
3. Choose "Rich Text Format (*.rtf)" from the "Save As Type" pull-down menu.
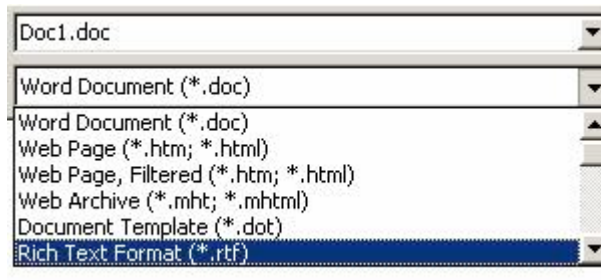
Taking Quizzes and Exams: Click on the Quizzes link on the course navigation bar.
Click on the Quiz you need to take and read any instructions carefully.

A new screen will appear. Answer the quiz questions by selecting an answer from the list of options or by filling in the appropriate text field. After you choose your answer on each question, then **Click SAVE**.

Note Make a habit of clicking the Save All Responses button regularly if there are a lot of questions on a single page or you are working on a time-consuming question.

> Click the Next Page or Previous Page icon to navigate between pages.
> Click the Go to Submit Quiz button when you are ready to submit.
> Note If you try to submit a quiz with unanswered questions, you see a warning at the top of the Submit Quiz page.
> Click the links below the warning to return to the unanswered questions.
> When you finished revising questions, click Submit Quiz.

Time restricted quizzes --

- If your quiz has a time-limit you may forced to submit your quiz. At the end of the designated time period, only saved questions are submitted.
- Make sure you save regularly near the end of the quiz period and try to finish and submit the quiz before the time expires.

Viewing Quiz Results:
To access information about your submissions and to see your quiz score: From the main Quiz List, click the Submissions icon beside the quiz you want to view.

Please be sure you have completed and understand the online D2L Free Sample Class:

FREE tutorial class (5 modules, online, self-paced):
When you first enter D2L (The **My Home** Area- before clicking on your class site), look for the link that says "**Self-Registration."**
> Click on "**Self-Registration"**
> Click on "**Free Sample Class for Students**"
> Click on "**Register"**
 After completing the "**Free Sample Class for Students**" (provided by ARC):
1. You will receive notice that you completed the course, with an option to print out your own certificate of completion.
2. **Copy and paste your certificate** directly into word processing document and save it as an rtf file.
3. **Submit the Certificate of Completion to our class Dropbox** to receive your 5 extra credit points. By doing this AND taking our class' ORIENTATION QUIZ will open the Weekly Assignments

Questions about the course, please email Professor D2L at mailto:itctraining@arc.losrios.edu
(If you do not complete the course in one sitting, you can access it from the **My Home Page,** and look for the **Member Tab.)**
> **Submit Certificate to our Class' Dropbox and get 5 extra credit points...**