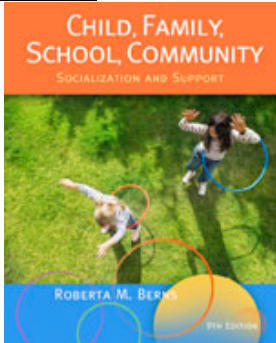


<p>PROFESSOR: Jo-Ann Foley is a full-time instructor at Sacramento City College. You are welcome to make an appointment to meet with her in person, online, or by phone.</p> <p><b>Office:</b> Rodda North #233</p> <p><b>Hours:</b> Please make an appointment. (Preferred: T/Th at noon in the ECE Library- 2<sup>nd</sup> Floor of the Child Development Center.)</p> <p><b>E-Mail:</b> <a href="mailto:FoleyJ@scc.losrios.edu">FoleyJ@scc.losrios.edu</a></p> <p><b>Phone:</b> 916-558-2103</p> <p><b>Website:</b> <a href="http://web.scc.losrios.edu/foleyj/">http://web.scc.losrios.edu/foleyj/</a></p> <p><b>D2L Access:</b> <a href="https://d2l.losrios.edu/">https://d2l.losrios.edu/</a></p>	<p><u>Other Required Items:</u></p> <ul style="list-style-type: none"> <li>• 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: <a href="http://www.scc.losrios.edu/x1376.xml">http://www.scc.losrios.edu/x1376.xml</a></li> <li>• Access to the Internet.</li> <li>• An active email account. As an SCC student, you have a free email account available to you. To request an account go online to: <a href="https://imail.losrios.edu/">https://imail.losrios.edu/</a> <ol style="list-style-type: none"> <li>a. Click on <b>Activating iMail is easy.</b></li> </ol> </li> <li>• Lots of TIME and SELF-MOTIVATION to complete your assignments and keep up with the class.</li> <li>• Organization of all assignments and activities for the duration of the semester.</li> </ul>
<p>*Required Textbook:</p>  <p><u>Child, Family, School, Community: Socialization and Support</u>; Roberta M. Berns; 9th Edition; ISBN: 9781111830960; ©2013.</p> <p>The text may be purchased at the <a href="#">SCC Campus Bookstore</a>, or <a href="#">Student Book Exchange</a>, or various online bookstores like Amazon or Half.com; or buy access to an <a href="#">EBook</a>; or check into renting a book at <a href="#">Chegg.com</a>.</p> <p>There should also be a copy of the text at the <a href="#">SCC Library Reserve Desk</a> &amp; <a href="#">Davis Center</a> (2 hour maximum).</p> <p>*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.</p>	<p>Programs needed on your computer include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Wordprocessing (ex: Word- ability to save as rtf files), Open Office (free downloads) <a href="http://www.openoffice.org/product/">http://www.openoffice.org/product/</a></li> <li>• Firefox and/or Safari Web Browsers (free download): <a href="http://www.mozilla.com/en-US/firefox/upgrade.html">http://www.mozilla.com/en-US/firefox/upgrade.html</a></li> <li>• Adobe Acrobat Reader (free download): <a href="http://www.adobe.com/products/acrobat/readstep2.html">http://www.adobe.com/products/acrobat/readstep2.html</a></li> <li>• Quicktime Player (free download): <a href="http://www.apple.com/quicktime/download/win.html">http://www.apple.com/quicktime/download/win.html</a></li> <li>• Powerpoint Viewer (free download): <a href="http://www.microsoft.com/downloads/details.aspx?displaylang=en&amp;FamilyID=cb9bf144-1076-4615-9951-294eeb832823">http://www.microsoft.com/downloads/details.aspx?displaylang=en&amp;FamilyID=cb9bf144-1076-4615-9951-294eeb832823</a></li> <li>• Real Player (free download) <a href="http://www.real.com/realplayer/search">http://www.real.com/realplayer/search</a></li> </ul>

**Course Description:**

*Prerequisite:* None

*Advisory:* ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and FCS 312; and LIBR 318 with grades of "C" or better.

*General Education:* AA/AS Area B2.

*Course Transferable to UC/CSU*

*Hours:* 54 hours LEC

**Description:** Students will examine the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizing historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Influences on growth and development including media, social class, gender, sexual orientation, racial/ethnic groups, and their

relationship to family behavior will be studied. Students will identify and evaluate personal family dynamics and consequences. (Credit for ECE 314 or FCS 314 or SOC 312, maximum one course.)

**Course Objectives:**

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

- analyze theories of socialization that address the interrelationship of child, family, and community.
- critically assess how educational, political, and socioeconomic factors directly impact the lives of children and families.
- synthesize and analyze research regarding social issues, changes, and transitions that affect children, families, schools, and communities.
- critique strategies that support and empower families through respectful, reciprocal relationships to involve all families in their children's development and learning.
- analyze one's own values, goals and sense of self as related to family history and life experiences, assessing how this impacts relationships with children and families.
- recognize and compare the influence of diverse populations on the socialization of children.
- review public policy as it relates to the well-being of children and families.

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

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 to attend a mandatory orientation if they have not successfully completed 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 Child, Family & Community 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 Child Family & Community Orientation Quiz

***Once the above are complete, you will find your WEEKLY ASSIGNMENTS in the CONTENT AREA of the Child Family and Community 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 Routine:**

- Check your email and connect to the D2L site frequently, (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** sections 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 by 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.

**Assignments and Activities:**

- 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 prior to submission.
- Please **spell-check**, and **proof-read** your assignments before submitting them.
- All assignments must be submitted to the Dropbox on time for full credit. “On time” means that the assignment will be submitted by the date/time 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 check D2L, or ask fellow students in addition to the instructor.
- Be sure to read the syllabus section that discusses cheating and plagiarism. (Next page.)

**Weekly Essays and Term Paper**

**All submitted written work must be your own and original to the semester:** When writing a essays and research papers you often need to refer to the work of other people—to describe their research or ideas, paraphrase, 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. No exceptions.

**Socialization Report (300 points) DUE 12<sup>th</sup> WEEK**

- **Term Paper** reviewing the socialization process from YOUR experience, and socialization’s affect on YOUR development. (Typed, at least 4-5 page, size 12 font, double spaced, saved as RTF file.)
- The paper is to be written in paragraph format, not question/answer.
- An outline of points to discuss will be provided.

**Cheating and Plagiarism: (Read article at <http://grammar.quickanddirtytips.com/what-is-plagiarism.aspx>)**

**All submitted assignments must be in your own words and original to the semester:** Whether writing a research paper or video reviews 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: (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 respond to another student's post. For any given discussion board topic you can 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 (argument) forum; 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 the student 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 your communication out loud is a great way to proofread and make sure what you are saying "sounds right" before you post).

**Exams:**

There will be three exams. 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 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:

<u>Tentative POINT DISTRIBUTION</u>	<u>Tentative GRADE DISTRIBUTION</u>
Activities 230	1125.....1250 = A = 90--100%
Discussion Board 80	1000.....1124 = B = 80---89%
Report 300	875.....999 = C = 70---79%
+ Quizzes & Exams 640	750.....874 = D = 60---69%
<u>Total Points 1250</u>	Below 750 = F = Below 60%

Each student's final grades will also reflect completion of all assignments on time, consistent class participation (face-to-face/discussion board), & cooperation throughout the semester.

**Incompletes:**

An "**Incomplete**" grade will not be given simply because you have gotten behind in your course work. Course 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/foley/DangersofPlasticBags.pps>

### 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	Online Orientation, Introduction <i>Orientation Quiz</i>	Chapter 1
2 9/4	Ecology of the Child	
3 9/11	Ecology of Socialization	Chapter 2
4 9/18	Ecology of the Family	Chapter 3
5 9/25	Ecology of Parenting <i>*Practice Quiz for Exam 1- Open Tuesday through Monday, only</i>	Chapter 4
6 10/2	<b>Exam 1</b> <i>Completion of Student Activities for this section</i>	<b>Chapters 1, 2, 3 &amp; 4</b>
7 10/9	Ecology of Non-parental Child Care Ecology of the School <i>*Make-up for Exam 1-Open Wednesday through Tuesday</i>	Chapter 5 Chapter 6
8 10/16	Ecology of Teaching	Chapter 7
9 10/23	Ecology of the Peer Group <i>*Practice Quiz for Exam 2 Open Tuesday through Monday, only</i>	Chapter 8
10 10/30	<b>Exam 2</b> <i>Completion of Student Activities for this section</i>	<b>Chapters 5, 6, 7 &amp; 8</b>
11 11/6	Ecology of the Mass Media <i>*Make-up for Exam 2-Open Wednesday through Tuesday</i>	Chapter 9
<b>Socialization Report due 12<sup>th</sup> Week</b>		
12 11/13	Ecology of the Community	Chapter 10
13 11/20	Emotional and Cognitive Socialization Outcomes	Chapter 11
14 11/27	Social and Behavioral Socialization Outcomes <i>*Practice Quiz for Exam 3- Open Tuesday through Monday, only</i>	Chapter 12
15 12/4	<b>Exam 3</b> <i>Completion of Student Activities for this section</i>	<b>Chapters 9, 10, 11 &amp; 12</b>
16 12/11	<i>*Make-Up Exam 3-Open 12/11-12/18</i>	

In general, our "week" will run from Tuesday to Tuesday, with assignments due by Tuesday night 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 your instructor(s) always do the following-**

- **SUBJECT** of your email must say ***Child Family & Community or CFC***
- **Sign message** using your FIRST and LAST name, as you are registered with the college.
- 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 NEWS on the COURSE HOME page as a FAQ (frequently asked question).
- SCROLL through the NEWS items regularly.
- I may also send announcements using the D2L email system.
- Keep your email address UPDATED in D2L.

**Phone Messages**

When leaving a voice message:

- Minimize background noise, it can drown-out your voice. (Wind, others talking...)
- 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 slowly a second time so I can confirm that I wrote it down correctly.

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

**Student-To-Student Communication:**

Your fellow students are equally valuable resources for your learning.

- The Discussion Board offers 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 course relevant 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.
  - 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?** (D2L will not be available to students until the first week of class.)

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.



**Discussion Board in D2L:** 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)

**Using the Dropbox: Click the Dropbox link on your course navigation bar.**

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)

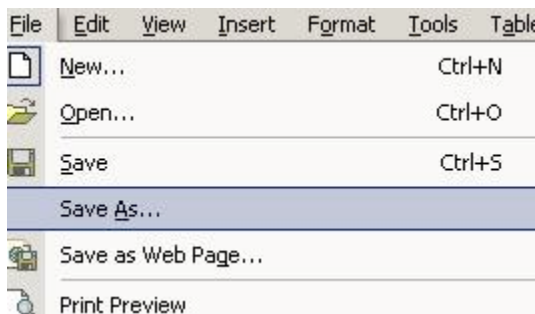
1. Save the file to your computer. Be sure to save it as an .rtf and add your last name like this:  
**Week1-Article-YourLastName.rtf**
2. Go to the main Dropbox page, click the name of the Folder: **Week1: Article Review**.
3. Click **Add a File**.
4. **Browse** and **Open** your file.
5. Click **Upload** 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 an “RTF” or Rich Text Format file:**

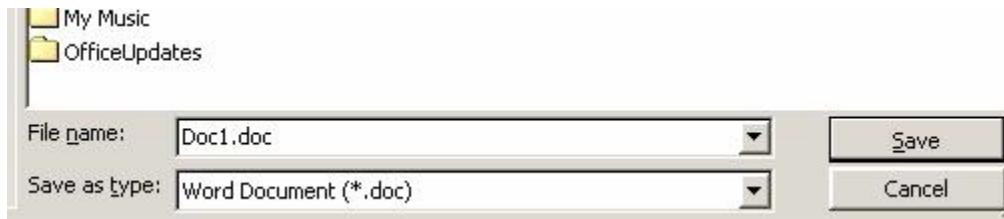
- Your homework must be submitted in Rich Text Format (or as an RTF File).
- Any word processing program can open and read a Rich Text Format file.
- Any word processing program can create a Rich Text Format file.
- These are the steps to create an RTF file with Microsoft Word or most other word processing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

This option is accessed through the following steps:

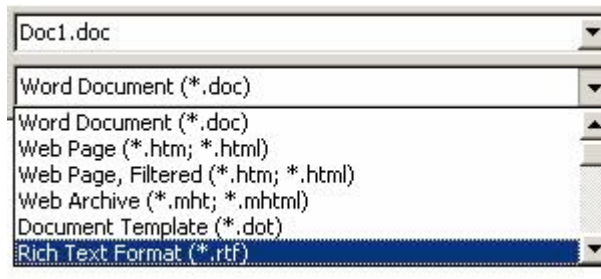
**1. Click on “File,” then “Save As...”**



**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 Save All Answers, then 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 the online D2L Free Sample Class:**

It consists of 5 modules, is online, and 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**" or **Register for the D2L Free Sample Class**

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 **D2L My Home Page**, and look for the **Member Tab**.)

**Submit Certificate to our Class' Dropbox and get 5 extra credit points...**

