BEFORE THE PUBLIC UTILITIES COMMISSION

OF THE STATE OF CALIFORNIA

Order Instituting Investigation on the Commission's Own Motion into the California's One Million New Internet Users Coalition's Misuse of California Advanced Services Fund Grant Funds; and Order to Show Cause Why the Commission Should Not Impose Penalties and/or Other Remedies for Violating Terms of Their Grant and for Refusing to Return Funds Previously Demanded by the Commission's Division.	**I.18-07-009** (Filed July 12, 2018)

RESPONSE OF RESPONDENT ASIAN PACIFIC COMMUNITY FUND TO ORDER TO SHOW CAUSE; DECLARATION OF DEBRA FONG IN RESPONSE ON BEHALF OF RESPONDENT ASIAN PACIFIC COMMUNITY FUND TO ORDER TO SHOW CAUSE

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August 20, 2018

RESPONSE OF RESPONDENT ASIAN PACIFIC COMMUNITY FUND TO ORDER TO SHOW CAUSE

I. INTRODUCTION.

Respondent ASIAN PACIFIC COMMUNITY FUND ("APCF") hereby submits the following Response to Order to Show Cause why the California Public Utilities Commission ("Commission") should not order the California's One Million Internet Users Coalition ("NIU Coalition") to return approximately $244,385 of allegedly misappropriated California Advance Services Fund ("CASF") funds, impose penalties for violations of the grant's terms, and other remedies. As discussed below, Respondent APCF respectfully requests that the Commission discharge the Order to Show Cause as against APCF. Respondent ASIAN PACIFIC COMMUNITY FUND further requests that the Commission not order the return of the $12,956.57 it received, and that the Commission not order any penalties be imposed against it.

II. FACTUAL BACKGROUND.

APCF is a 501(c)(3) non-profit organization established in 1990, focused on transforming lives and meeting the diverse needs of the Asian and Pacific Islander (API) community, to serve the need for alternative funding for Los Angeles-based non-profit organizations serving API communities. Prior to its incorporation, less than 0.3% of all local foundation funds went to API agencies, according to a 1988 study by A3PCON (Asian Pacific Policy & Planning Council). In 1986, the United Way of Greater Los Angeles funded only five organizations serving APIs. To raise funds for community organizations serving API communities, APCF initiated employee giving campaigns at various workplaces, including private companies, federal agencies, state agencies, county agencies, city agencies, and non-profit agencies. Over the past decade, APCF has diversified its fundraising efforts by developing other avenues for giving. With the growth of donor advised funds, giving circles, grant-making, and scholarship funds,

APCF has been able to cultivate philanthropy among APIs while providing multiple vehicles for donors to support the community.

In 2013, APCF joined the NIU Coalition with the intent of making the Parent Engagement and Technology (PE+T) Program available to the various low income Asian communities it supports, working with its many affiliate agencies. The plan was to start in one community, in one Asian language, working with one affiliate agency. If that proved successful, APCF would work with additional affiliates to bring the PE+T to other low income Asian communities in other Asian languages such as Japanese, Thai, Vietnamese, and Cambodian.

On March 22, 2013, APCF signed a Memorandum of Understanding ("MOU") with Community Union, Inc. (CU) represented by Larry Ortega to deliver the Parent Engagement and Technology (PE+T) Program in the Asian community. Pursuant to the MOU, APCF would work with one of its affiliates, the Asian Youth Center ("AYC"), a not-for-profit organization which provides afterschool programming, youth leadership as well as other services, to provide the deliverables as detailed in Exhibit E of the MOU.

Extensive translation of the curriculum into Chinese and some customization was required as the program would be taught in Mandarin. The payment for this work would be outside of the signed MOU with the amount agreed upon by APCF and CU to be $2,800.

In addition, CU agreed to pay the trainers/staff $10 per hour for their time going through training, teaching, reporting, attending meetings and planning the graduation ceremonies based on a prescribed schedule. There were four trainers at AYC who underwent the "Train the Trainer" sessions conducted by Community Union.

On Friday, May 31, 2013, APCF coordinated and held a press conference to launch the program in Mandarin Chinese at AYC. There was an extensive list of speakers at the press conference. There was also TV news coverage by LA 18 and ETTV.

Thereafter, AYC held four (4) PE+T Programs during the months of June through October of 2013. Open Lab was available at AYC on Fridays for the duration of the training periods. After the training period and when the lab was not being used for computer classes, Open Lab was available Monday through Friday from 9:30 a.m. to 12:30 p.m. through December 2013.

APCF was paid for the above services based on 3 invoices submitted. In total, APCF only received $12,956.57 in payments from Community Union for work performed in 2013. APCF exited the NIU Coalition after completing that work. It is the intent of APCF to fully cooperate with the investigation and provide any necessary documentation requested.

III. **RESPONDENT ASIAN PACIFIC COMMUNITY FUND COMPLETED ALL OF ITS WORK IN 2013 AND EXITED THE COALITION IN 2014.**

As stated above, APCF exited the NIU Coalition after completing the work in 2013. As set forth in the Declaration of Debra Fong, due to the immense difficulties in working with CU, both APCF and AYC agreed not to continue the relationship beyond the one year term of the MOU which was signed on March 22, 2013.

As set forth in the Declaration of Debra Fong, on or about June 9, 2014, APCF sent a letter to Larry Ortega to confirm that APCF would no longer be participating in the One Million NIU Coalition. The letter requested removal of APCF's name, logo and other references to APCF from the NIU website, social media outlets and any other materials relating to the NIU Coalition. The letter also requested that APCF be excluded from any

future NIU grant requests. As set forth in the Declaration of Debra Fong, APCF had no further involvement with, nor any contact with, the NIU Coalition after June 2014.

IV. RESPONDENT ASIAN PACIFIC COMMUNITY FUND HAD NO PRIOR NOTICE OF ANY REQUESTS FOR INFORMATION.

As set forth in the Declaration of Debra Fong, the first time that APCF and its representatives were made aware of the issues, audits, communications, requests and demands regarding the NIU Coalition and the California Advanced Services Fund (CASF) grant funds was after being served the Order Instituting Investigation (OII) on July 24, 2018.

As further set forth in the Declaration of Debra Fong, APCF was not at any time notified by Community Union, Inc. (CU), Korean Churches for Community Development (KCCD), CASF, CPUC Consumer Protection and Enforcement Division, or the California State Controller's Office regarding these issues nor requested to provide information prior to the service of OII on July 24, 2018.

V. RESPONDENT ASIAN PACIFIC COMMUNITY FUND SHOULD NOT BE ORDERED TO RETURN ANY FUNDS, NOR SHOULD PENALTIES BE IMPOSED AGAINST RESPONDENT.

APCF itself was not a signatory to the Consent Form. (Staff Report, Exh. 8.) Nevertheless, APCF believed it acted in good faith in complying with the grant terms, conditions and requirements. As described in the Declaration of Debra Fong, Respondent ASIAN PACIFIC COMMUNITY FUND working with AYC actually provided the Parent Engagement and Technology (PE+T) Program to the Asian community in 2013. The curriculum was translated into Chinese. Four trainers at AYC who underwent the "Train the Trainer" sessions conducted by Community Union. APCF only received a

total of $12,956.57 from CU for its limited participation in the NIU program work in 2013.

Inasmuch as APCF completed all of its work in 2013 and formally exited the NIU Coalition in 2014, inasmuch as APCF had no further involvement with nor any contact with the NIU Coalition after June 2014, and since APCF was never made aware of the issues, audits, communications, requests and demands regarding the NIU Coalition and the California Advanced Services Fund grant funds until July 24, 2018, the Commission should not order APCF to return the $12,956.57 it received, nor should the Commission impose any penalties against APCF.

VI. **CONCLUSION.**

Based on the foregoing, Respondent ASIAN PACIFIC COMMUNITY FUND respectfully requests that the Commission discharge the Order to Show Cause as against APCF. Respondent ASIAN PACIFIC COMMUNITY FUND further requests that the Commission not order the return of the $12,956.57 it received, and that the Commission not order any penalties be imposed against it.

Respectfully submitted,

DATED: August 20, 2018

Frank W. Chen
Frank W. Chen, Esq.

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PACIFIC COMMUNITY FUND

DECLARATION OF DEBRA FONG
IN RESPONSE ON BEHALF OF RESPONDENT ASIAN PACIFIC
COMMUNITY FUND TO ORDER TO SHOW CAUSE

I, DEBRA FONG, declare and state as follows:

1.   From June 2007 to December 2017, I was the Executive Director of Respondent ASIAN PACIFIC COMMUNITY FUND ("APCF"). Since January 2018 to the present, I have continued to serve as the Executive Advisor of Respondent APCF.   I hold a Bachelor's Degree in Economics/Business from the University of California at Los Angeles (UCLA), and a Master's of Business Administration (MBA) Degree from UCLA Anderson School of Management. I submit this declaration in support of Respondent APCF's Response to Order to Show Cause why the California Public Utilities Commission ("Commission") should not order the California's One Million Internet Users Coalition ("NIU Coalition") to return approximately $244,385 of allegedly misappropriated California Advance Services Fund ("CASF") funds, impose penalties for violations of the grant's terms, and other remedies. I have personal knowledge of the following facts and if called as a witness, I could and would competently testify to the truth of the following facts.

2.   APCF is a 501(c)(3) non-profit organization established in 1990, focused on transforming lives and meeting the diverse needs of the Asian and Pacific Islander (API) community, to serve the need for alternative funding for Los Angeles-based non-profit organizations serving API communities. Prior to its incorporation, less than 0.3% of all local foundation funds went to API agencies, according to a 1988 study by A3PCON (Asian Pacific Policy & Planning Council). In 1986, the United Way of Greater Los Angeles funded only five organizations serving APIs. To raise funds for community organizations serving API communities, APCF initiated employee giving campaigns at various workplaces, including private companies, federal agencies, state agencies, county

agencies, city agencies, and non-profit agencies. Over the past decade, APCF has diversified its fundraising efforts by developing other avenues for giving. With the growth of donor advised funds, giving circles, grant-making, and scholarship funds, APCF has been able to cultivate philanthropy among APIs while providing multiple vehicles for donors to support the community.

3.   APCF in total received $12,956.57 in payments from Community Union for work performed in 2013. APCF exited the coalition after completing that work. Below is an account of what took place. It is the intent of APCF to fully cooperate with the investigation and provide any necessary documentation requested.

4.   APCF joined the coalition with the intent of making the Parent Engagement and Technology (PE+T) Program available to the various low income Asian communities it supports, working with its many affiliate agencies. The plan was to start in one community, in one Asian language, working with one affiliate agency. If that proved successful, APCF would work with additional affiliates to bring the PE+T to other low income Asian communities in other Asian languages such as Japanese, Thai, Vietnamese, and Cambodian.

5.   On March 22, 2013, APCF signed a Memorandum of Understanding ("MOU") with Community Union, Inc. (CU) represented by Larry Ortega to deliver the Parent Engagement and Technology (PE+T) Program in the Asian community. A true and correct copy of the MOU is attached hereto as **Exhibit 1**. Pursuant to the MOU, APCF would work with one of its affiliates, the Asian Youth Center (AYC), a not-for-profit organization which provides afterschool programming, youth leadership as well as other services, to provide the deliverables as detailed in Exhibit E of the MOU.

6.   Extensive translation of the curriculum into Chinese and some customization was required because the program would be taught in Mandarin Chinese. The payment

for this work would be outside of the signed MOU with the amount agreed upon by APCF and CU to be $2,800. A true and correct copy of an exemplar of the translated materials is attached hereto as **Exhibit 2**.

7.   In addition, CU agreed to pay the trainers/staff $10 per hour for their time going through training, teaching, reporting, attending meetings and planning the graduation ceremonies based on a prescribed schedule. A true and correct copy of emails regarding the "Train the Trainers" training and one-page attachment entitled "Job Description for Computer Trainers_APCF.docx" are collectively attached hereto as **Exhibit 3**. (The attachment does have one error which was verbally clarified between Debra Fong and Alicia Ortega. Under "Hours breakdown" bullet #2, it should read 4 hours per class, 4 days weekly.)

8.   The four trainers at AYC who underwent the "Train the Trainer" sessions conducted by Community Union were the following:

      1)   Fan Chi (Dana) Kung

      2)   Everett Lam

      3)   Khon Tu (Michael) Tran

      4)   Tiffany Tse.

A true and correct copy of emails regarding the training sessions which began on May 13, 2013 are collectively attached hereto as **Exhibit 4**. Timesheets are available for review if required. In addition to the trainers, other staff were involved in various aspects of the program as well.

9.   On Friday, May 31, 2013, APCF coordinated and held a press conference to launch the program in Mandarin Chinese at AYC. Attached hereto as **Exhibit 5** are true and correct copies of Media Alert sent to Chinese Media, Press Conference Agenda & Info, including an extensive list of speakers, handed out at the press conference as well as press coverage. Also attached as part of **Exhibit 5** are two news articles of the event

published by World Journal and Epoch Times. There was TV news coverage by LA 18 and ETTV. Videos are available upon request.

10. Thereafter, AYC held four (4) PE+T Programs during the months of June through October 2013, on the following dates Monday through Thursday from 9:30 a.m. to 12:30 p.m.:

Session 1   06/03/13 - 06/27/13
Session 2   07/15/13 – 08/08/13
Session 3   08/26/13 – 09/19/13
Session 4   09/30/13 – 10/24/13

A true and correct copy of the student list and attendance records are collectively attached hereto as **Exhibit 6**.

11. Open Lab was available at AYC on Fridays between 9:30 a.m. and 12:30 p.m. for the duration of the training periods. After the training period and when the lab was not being used for computer classes, Open Lab was available Monday through Friday from 9:30 a.m. to 12:30 p.m. through December 2013.

12. With respect to graduation ceremonies, AYC held the following:
Session 1 & 2 Graduation   08/22/13
Session 3 Graduation   09/24/13
Session 4 Graduation   10/29/13

A true and correct copy of AYC correspondences, Facebook posts and photos are collectively attached hereto as **Exhibit 7**.

13. APCF was paid for the above services by CU based on 3 invoices submitted:

May 31, 2013	$6,371.07
August 31, 2013	$3,340.11
October 31, 2013	$3,245.39

Attached hereto as **Exhibit 8** are true and correct copies of said invoices. The payments listed below do not exactly match up to the invoices because not all invoices were paid in full via one check payment. There were also extensive delays in receiving payment from CU.

14. APCF received the following four payment checks:

Check #1421	Deposited 08/16/13	$4,771.07
Check #1470	Deposited 11/20/13	$3,340.11
Cashiers Ck #1008359	Deposited 02/14/14	$1,600.00
Check #3186	Deposited 05/12/14	$3,245.39

A true and correct copy of these four checks reflecting payments which APFC received are collectively attached hereto as **Exhibit 9**. These were the only payments which APCF received from CU for the NIU program work, altogether totaling $12,956.57. Bank records are available to verify that these were the only payments received from CU. No funds were received from KCCD.

15. Due to the immense difficulties in working with CU, both APCF and AYC agreed not to continue the relationship beyond the one year term of the MOU which was signed on March 22, 2013.

16. On or about June 9, 2014, I sent a letter on behalf of APCF to Larry Ortega to confirm a conversation that I had with him a few weeks prior, stating that APCF would no longer be participating in the One Million NIU Coalition. The letter requested removal of APCF's name, logo and other references to APCF from the NIU website,

social media outlets and any other materials relating to the NIU Coalition. The letter also requested that APCF be excluded from any future NIU grant requests. A true and correct copy of said letter dated June 9, 2014 is attached hereto as **Exhibit 10**. APCF had no further involvement with, nor any contact with, the NIU Coalition after June 2014.

17.   Throughout the entire process, the effort was led by Larry Ortega of CU. After participating in a few meetings as a part of the coalition in the beginning to seek funding partners, there were no additional coalition meetings held to our knowledge.

18.   The first time that APCF and its representatives were made aware of the issues, audits, communications, requests and demands regarding the NIU Coalition and the California Advanced Services Fund (CASF) grant funds was after being served the Order Instituting Investigation (OII) on July 24, 2018. APCF was not at any time notified by Community Union, Inc. (CU), Korean Churches for Community Development (KCCD), CASF, CPUC Consumer Protection and Enforcement Division, or the California State Controller's Office regarding these issues nor requested to provide information prior to the service of OII.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this 20th day of August, 2018, at Los Angeles, California.

_____
DEBRA FONG

EXHIBIT "1"

(Memorandum of Understanding)

<div align="center">

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN

Asian Pacific Community Fund
And
Community Union, Inc.

</div>

This Memorandum of Understanding (MOU) is made and entered into March 22, 2013, by and between Asian Pacific Community Fund (APCF), and Community Union, Inc. (CU), hereinafter jointly referred to as "PARTIES".

<div align="center">

RECITALS

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WHEREAS, APCF intends to improve the quality of life for the Asian and Pacific Islander community, by serving youth academically,

WHEREAS, APCF intends to enhance APCF community members' access and training to technology so they may better engage in their child's education,

WHEREAS, APCF serves community members whose majority demographics include low-income, and monolingual (non-English) speakers,

WHEREAS, Community Union is a non-profit organization with over 19 years of experience in community-based technology and Internet training,

WHEREAS Community Union seeks to bring community-based technology training services to Los Angeles County, with the intent of using the Parent Engagement through Technology program, through the One Million NIU Initiative,

NOW, THEREFORE, all of the named parties hereby acknowledge, and as an expression of common intent, the PARTIES hereto agree as follows:

I. PURPOSE

The purpose of this MOU is to define the manner in which the PARTIES will participate in establishing a strategic relationship for the roll-out the One Million NIU Initiative through the delivery of the Parent Engagement through Technology (PE+T) Program to serve community members of APCF community. PE+T furthers the effort to better engage community members in their child's education. APCF community members enrolled into the PE+T will do so free of charge.

II. GENERAL PROVISIONS

A. TERM

The term for this MOU begins upon execution by the PARTIES for a period of one year, unless otherwise terminated as provided for in **Section D** below. This MOU will automatically extend after one year unless amended or terminated at any time upon mutual written consent of the PARTIES.

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B.   RESPONSIBILITIES

The following shall describe each party's responsibilities to the MOU.

1.   **APCF**

    a)   Activity I
- i) Will host a press conference to promote NIU classes to local community,
- ii) Will invite speakers to participate in press conference
- iii) Will invite media to cover event,

    b)   Activity II
- i) Will manage NIU Liaison position to communicate with Community Union and NIU Coalition during the pre-planning phases of the PE+T, and every other week once sessions commence to discuss successes and challenges if any,

    c)   Activity III
- i) Will provide the computer room or laptop cart to conduct Parent Engagement through Technology (PE+T) courses, from APCF sites, for 60 community members to attend courses, see **Exhibit C**,

    d)   Will provide a printer for community members to print during each session,
- i)

    e)   Activity IV
- i) Recruitment of trainers,

    f)   Activity V
- i) Outreach and recruitment of community members,
- ii) Organization of initial parent orientation meeting,
- iii) Follow-up phone calls to community members,
- iv) All classes and class schedules,
- v) Delivery of PE+T as described herein, and incorporated as **Exhibit A** below,
- vi) Safety and Clean-up of Computer Lab,
- vii) APCF NIU Liaison will support progress reporting, tracking and attendance using PE+T system,
- viii) And provide status reports to Community Union upon request,
- ix) Will translate all NIU documents and training materials for PE+T program, (to be billed separately outside this agreement up to $2,000),

    g)   Activity VI
- i) Provide space for and participate in PE+T graduation ceremony to be conducted at program,
- ii) Will assist and support graduation ceremony, announcements, invitation and day of event,

    h)   Activity VII
- i) Will assist and support post-course follow-up, activity, and sessions,

    i)   Assist in meeting goals and outcomes as prescribed in the CASF Grant and as described in **Exhibit B, and will be paid according to a**

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schedule, both parties mutually agree to, included herein Exhibit
E based upon ACTUALS achieved by APCF.

2. CU – will manage:
    a) Activity I
       i) Will support outreach efforts for press conference,
       ii) Will invite media to cover press conference,
       iii) Will invite CASF staff to participate in press conference,
       iv) Will invite local stake holders to attend press conference,
       v) Will pay trainers for time on Activity I.
    b) Activity II
       i) Will support outreach efforts to potential NIU Empowerment Hubs
       ii) Will provide promotional materials and templates for outreach on NIU programs
    c) Activity III
       i) Will pay trainers for time on Activity III
    d) Activity IV
       i) Will hold Train the Trainer program on NIU programs and systems, reporting for CASF
       ii) Training and management of trainers using the NIU system,
    e) Activity V
       i) Will provide supplies,
       ii) And maintain communication with APCF staff as needed regarding the PE+T program,
       iii) Will pay trainers for time under Activity V
    f) Activity VI
       i) Will pay trainers for time under Activity VI
       ii) Graduation ceremony, announcements, invitation and day of event,
       iii) Promotion of class successes with local leaders and media,
    g) Activity VII
       i) Will pay trainers for time under Activity VII
       ii) Will manage and support post-course follow-up, activity, and sessions,

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3. Prior to changes in schedules of this agreement Parties agree to discuss and determine a strategy convenient and mutually beneficial to both.

C. CONFIDENTIALITY

No person will publish or disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to the clients (community members and students), applicants, participants or customers of the PARTIES.

D. TERMINATION

This MOU may be terminated by mutual consent with a 30 day written notice by either party.

E. ASSIGNMENT

PARTIES may not transfer or assign interest in this MOU without the previous written consent of all parties. Any such attempt to transfer or assign shall be null and void. (APCF will be assigning various tasks to one or more of its Affiliates to carry out this program.)

F. INDEMNIFICATION

Each party agrees to indemnify, defend and hold harmless the other partners, their boards, officers, agents, employees, assigns and successors in interest from and against all suits or causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including each party's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of negligent acts, errors omissions or willful misconduct incidents to the performance of this MOU.

G. GENERAL INSURANCE REQUIREMENTS

PARTIES mutually agree to maintain their own corporate insurances, including but not limited to commercial general liability policy, workers compensation, officers and directors insurance, bonding, automobile, and employer's liability.

H. MODIFICATION.

The terms and conditions of this MOU may only be amended by mutual written agreement of the parties.

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III.   AUTHORIZED PERSONNEL

For the purposes of this MOU, the individuals identified below are authorized to coordinate the related activities for each party.

For: Community Union

Name: Larry Ortega
3626 East 1st Street
Los Angeles, CA 90063
Phone: (323) 526-7331
Cell: (951) 314-0331
Email: Lortega@communityunion.org

For: Asian Pacific Community Fund

Name: Debra Fong
Executive Director
Asian Pacific Community Fund
1145 Wilshire Blvd., 1st Floor,
Los Angeles, CA 90017
Email: dfong@apcf.org

IV.   AUTHORITY

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing. This MOU is of no force or effect until signed by representatives of both parties.
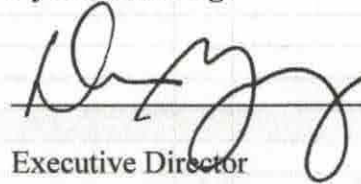
IN WITNESS WHEREOF, PARTIES to this Memorandum of Understanding have caused this MOU to be duly executed on their behalf by their authorized representatives.

COMMUNITY UNION, INC.   **ASIAN PACIFIC COMMUNITY FUND**

By: Larry Ortega   **By: Debra Fong**

President & CEO   Executive Director

EXHIBIT A

PARENT ENGAGEMENT through TECHNOLOGY

for

ASIAN PACIFIC COMMUNITY FUND

The Parent Engagement through Technology (PE+T) program squarely addresses the issue regarding the lack of engagement community members have in their child's education. It is our hope that APCF concurs with us in that the goal of PE+T fits well within the priorities of the Asian Pacific Community Fund's goals relative to Parent Engagement through Technology. PE+T trains community members to utilize on-line Internet resources to better guide their children to academic success using an Education/Graduation Plan they build during the PE+T course.

1. Organizational Background and History

Community Union, Inc. (Established 1993)
Mission: *To setup, sustain and expand broadband adoption in under-served communities through maximizing existing resources within schools, non-profit organizations, faith-based organizations and government agencies to create permanent Internet access points and Internet training, resulting in expansion of education and economic opportunities within under-served communities.*

Community Union, Inc. is a 501(c)(3) nonprofit corporation based in Los Angeles, California. Community Union (CU) provides training from community technology centers located in low-income neighborhoods. Current sites include the Central Valley and Southern California, with future sites in Silicon Valley and Florida in Winter 2012. We firmly believe the key to our success is due to the relationships we have built during the last 19 years. Key partnerships in this endeavor include Raisin City School District, Duarte Unified School District, Los Angeles Urban League, Los Angeles Unified School District, Bassett Unified School District, and the NIU Coalition which consist of the Asian Pacific Community Fund, Black Business Association, Korean Churches for Community Development, and Soledad Enrichment Action. The NIU Coalition of Central Valley includes the Fresno County Office of Education, City of Firebaugh, National Latina Business Women Association, and Coalition on Rural Pueblos Economic Development.

Community Union has successfully negotiated the opening of community-based technology training centers in over 21 cities, helping more than 19,000 community members, youth and senior citizens positively change their course in life through technology training. More than 100 college students who have worked with CU have found it to be a great career launching-pad as they moved into their professional endeavors. CU was founded in 1993 by Mr. Larry A. Ortega while he was attending law school at Western State University School of Law, Fullerton, CA.

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CU first launched their courses working with children, but quickly realized that training community members in technology was key to impacting the digital divide, student achievement and graduation rates. A year after its inception, CU launched courses to serve community members in both Spanish and English.

2. Why Parent Engagement through Technology

A majority of low-income community members want their children to go to college, yet they lack the college-relevant knowledge about the prerequisites, paths, processes, and milestones that lead their children to college. Knowledge deficits are more evident among community members with lower incomes and educational attainment, as well as among first generation immigrants who are English Learners. Many Spanish-speaking community members are not being told the truth about the consequences of their child's low-academic performance and its impact on their child's future education and employment opportunities.

It has been CU's experience that children and community members lack the information necessary to succeed in school. How that 'lack' occurs takes many forms, know as barriers. There are language barriers, technology barriers, and just simply - interest barriers. Most community members of the low-income community are too busy working and putting food on the table and are less likely to seek-out assistance for their child's education. Not because they never cared and certainly not because they purposely want their child to do poorly, but because there was no one who made a purposeful effort to get them engaged. The Parent Engagement through Technology program presents an opportunity to make a purposeful effort to help community members engage in their child's education via technology. There are a wide array of websites and on-line content both in Spanish and English that help community members positively effect change in their child's education. CU has taught low-income community members how to access and use on-line resources for over 18 years and in our expert opinion significantly increases parent engagement.

3. Target Population

Sixty (60) low-income community members who have children or grandchildren participating in ASIAN PACIFIC COMMUNITY FUND Affiliate programs will be enrolled in PE+T, and will attend courses per
Exhibit C.

4. Proposed Methodologies

Community Union believes it is a moral and economic imperative that we empower community members with college knowledge and training in technology to demystify the internet's on-line academic and non-academic resources available to them to increase student achievement. We have been successful in our endeavors because we have made technology training fun, relevant and interesting. PE+T is an innovative program designed to teach community members how to navigate on-line education resources for the purposes of developing an Education/Graduation Plan for their child. Simultaneously, community members get technology skills that will greatly assist them in their job search efforts.

Community members will attend two times a week, 2 hours each day, for 10 weeks or other agreed upon schedule for a total of 40 hours of training.

PE+T outcomes for community members:

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1) Development of Internet on-line resource navigation skills using 9 key websites, addressing both academic and non-academic needs,
2) Development of a full-color multipage Education/Graduation Plan in PowerPoint that contains the following information:
   a. A through G requirements (UC/CSU college entry requisites),
   b. On-line education resources that will help children with most subjects in school,
   c. Public Library website resources that help both adults and youth maximize academic success,
   d. Basic child development resources and drug prevention strategies for youth and community members,
   e. How to interact safely in Social Media environments,
   f. Local Asian and Pacific Islander resources available on-line,
   g. Increase Internet Safety knowledge for the purpose of improving their child's safety in accessing on-line resources,
3) Public speaking and advocacy strategies that will assist them in advocating for a quality education for their child.

The Education/Graduation Plan as developed in PE+T is an extension and enhancement to the work the counselors in the schools are mandated to perform. The challenge for the counselors and teachers is they have capacity issues. They need help and PE+T provides that help. PE+T not only provides the foundational understanding needed by community members such as A-G requirements, education resources, college options, etc., but because the community members will have on-going access to on-line resources, they will be empowered to forever engage and advocate for a quality education for their children. Utilization of the education plan is primary to the project. It is the key measuring metric that will be used in evaluating PE+T effectiveness. For example, if a child is not reading at her grade level the community members will be empowered to refer the child to on-line support systems to get them reading at grade level.

5. Project Goals, Operation and Evaluation:
PE+T's task-list, see **Exhibit D** below, is a list of exercises community members will complete during the 40 hour course. Modules A-1 through A-6 take community members through step by step on how-to use a computer, access the Internet and develop computer and Internet navigation skills while building an Education/Graduation Plan, using college, school district, library and Internet safety websites. Manuals, exercises and instruction are provided in Chinese and English.

Modules:
- A-1 - Develop a Vision Statement: Community members develop a 'vision' statement articulating desired goals and outcomes from the course,
- A-2 - Introduction to Windows and Word, community members learn basic functions, typing skills, and development of a formal communication letter,
- A-3 - Beginning Internet/E-mail navigation, community members set up email address and email teachers and other community members,
- A-4 - Introduction to PowerPoint, community members are introduced to the tool to be used to build Education/Graduation Plan,

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- A-5 - Intermediate Internet Navigation: Community members perform research projects using on-line resources to obtain information about education, health, financial literacy, and Internet safety.
- **Education/Graduation Plan Completion:** Community members compile exercises and PowerPoint slides completed during the course into a clear-covered portfolio that will be called their Education/Graduation Plan and will serve as evidence of skills learned and will be used to guide their child through High School graduation and into college.
- Simultaneously, this same portfolio will be used to enhance employment endeavors.

Evaluation:
- Paramount to the proposed project is the evaluation of program effectiveness.
- Quantitative methods such as pre and post surveys will be used. Also, graduating participant's focus group interviews will create feedback that will be used to create qualitative data to fine-tune PE+T,

In summary, after the completion of the PE+T program the following Major Goals will be accomplished:
1. community members gain increased Internet navigation knowledge for the purpose of improving their child's academic success,
2. community members will develop an Education/Graduation Plan to ensure that their child is on-track to graduation and will meet CSU/UC admission prerequisites,
3. parent leaders emerge and become sustainable resources for other community members through a parent alumni advocate network that will advocate for quality education for their children.

6. Funding, Roles and Responsibilities (see Exhibit E)
1. Community Union, Inc.
   a. PE+T training manuals and materials,
   b. Train APCF trainers on NIU system and protocol,
2. Outside Consultant (funded by grant)
   a. Curriculum Specialist and Program Evaluation
   b. 20 hours evaluation, testing and reporting on PE+T outcomes, within the scope of this proposal,
3. ASIAN PACIFIC COMMUNITY FUND
   a. Utilization of computer lab where training will take place. Utilities, rent, security, administration staff and maintenance to be provided as an in-kind contribution,
   b. Project Management and Administration (attendance, instruction, program progress reporting, etc.), training staff
4. Community Union and ASIAN PACIFIC COMMUNITY FUND
   a. Marketing and promotion consultation, news briefs, press releases, collateral materials, event/school presentations, and out-reach,

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EXHIBIT B
Goals and Outcomes Per CASF Grant Proposal

Activity I

	Annual Goal	Quarter 1 Goal	Quarter 1 Actual Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Quarter 2 Actual Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Quarter 3 Actual Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Quarter 4 Actual Dec-12	Jan-13	Feb-13
Number of Conference and Community Meetings	6	1	4	2	2	8	2	1	2	0	3	1	0	1	2	3	0	0	0	0
Number of key leaders to be invited to speak at the conferences	18	4	0	5	0	5	4	10	2	0	12	3	0	3	5	8	0	0	0	0
Number of People to attend Conferences	300	75	40	300	40	380	75	90	35	0	125	10	0	8	45	53	0	0	0	0

Activity II

	Annual Goal	Quarter 1 Goal	Quarter 1 Actual Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Quarter 2 Actual Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Quarter 3 Actual Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Quarter 4 Actual Dec-12	Jan-13	Feb-13
Number of Administrators to meet post-conference	24	6	9	5	5	19	6	7	7	15	29	5	12	13	9	34	0	7	0	0
Number of Administrators entering into MCU to establish Empowerment Hubs	12	3	5	0	3	8	3	1	1	2	4	3	2	1	3	6	0	4	0	0
Number of parents that will have access to the Internet as a result of New Empowerment Hubs	15600	3900	6500	0	3900	10400	3900	1300	1300	2600	5200	3900	2600	1300	3900	7800	0	5200	0	0

Activity III

	Annual Goal	Quarter 1 Goal	Quarter 1 Actual Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Quarter 2 Actual Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Quarter 3 Actual Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Quarter 4 Actual Dec-12	Jan-13	Feb-13
Number of parents MCU Coalition will have access to because of MCU with Empowerment Hub (assume average of 650 students per school site) giving access to equal number of parents.	7800	1950	3250	0	1950	5200	1950	650	650	1300	2600	1950	1300	650	1950	3900	0	2600	0	0

EXHIBIT B (continued)   Goals and Outcomes Per CASF Grant Proposal

Activity IV
Number of trainers, from the train the trainer program, to be deployed, also equals number of jobs created

Annual Goal	Quarter 1 Goal	Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Dec-12	Jan-13	Feb-13	Total
24	6	8	10	4	22	2	0	0	0	0	2	14	6	0	20	0				

Activity V
Number of parents completing One Million NILI program

Annual Goal	Quarter 1 Goal	Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Dec-12	Jan-13	Feb-13	Total
790	150	83	50	22	155	150	69	17	0	86	200	0	35	0	35	514	150			35

Activity VI
Number of Graduation Ceremonies

Annual Goal	Quarter 1 Goal	Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Dec-12	Jan-13	Feb-13	Total
36	9	6	3	1	10	9	3	1	0	4	9	0	1	0	1	21	9			1

Activity VII
Number of Parents entering post NILI-course workshops

Annual Goal	Quarter 1 Goal	Mar-12	Apr-12	May-12	Total	Quarter 2 Goal	Jun-12	Jul-12	Aug-12	Total	Quarter 3 Goal	Sep-12	Oct-12	Nov-12	Total	Quarter 4 Goal	Dec-12	Jan-13	Feb-13	Total
514	20	25	0	0	25	50	0	0	0	0	100	0	16	48	64	425	150			64

EXHIBIT C
ASIAN PACIFIC COMMUNITY FUND

PE+T = Parent Engagement through Technology

Quarter	Trainers	Total # of Students	Empowerment Hub
1	A & B	15	#1
2	A & B	15	#1
3	C & D	15	#2
4	C & D	15	#2
Total:	4	60	2

EXHIBIT D

Parent Engagement through Technology (PE+T)
e-Tasklist Completion Form
with hyperlinks

Module	Task	Objectives	Trainer sign off	Date	Outcomes / Filename	Percent Complete	Expected Duration Hours
	Daily Task: There will be 3 task that each student will be required to accomplish each day they attend the PE+T classes.						
	1st task	For 10 minutes of class students will be practicing on their typing skills using typingweb.com					
	2nd task	For 10 minutes students will visit the NIU website and read the Blog section					
	3rd task	Last 10 minutes of class students will print all of their completed work; place in student folder and update their task list					
A1	**Vision Statement (preparation) 7 Minute writing Exercise**	Handwrite your personal goals for the future. What are your goals in the next 2 weeks, 2 months, 2 years, and 20 years from now. For seven minutes without stopping, handwrite your vision, your goals, your wish list, and your vision of what your child will be as an adult. For example will he/she have a college degree, what will that degree be in, what college will they attend, where will they live after college graduation. Use handout to help you form your vision. Write down the name your saved file next to the black arrow to the right.				8%	1
A1.1	Setup Email Account	Student will create their own email account using Gmail or the trainer will create a Community Union email account. Than student will learn how to send and receive emails. Students will practice e-mailing their child's teacher and maintain communication with them via e-mail. Make sure to write down your User ID and password next to the black arrow to the right.	User ID: Password:			25%	2
A1.2	Setup TypingWeb account	Setup an account in *www.typingweb.com* (remember to write your user ID and Password to the right of this instruction). Students will use this website to improve typing skills. Make sure to write down your User ID and password next to the black arrow to the right.	User ID: Password:			30%	
A2	**Beginning Word:**	Using CU Manual Intro. to Word, students will learn how to use and operate the basic functions in Word like open, save & modify a document.				33%	2
A2.1	Vision Statement	Using Word type and print Vision Statement, use handwritten exercise completed above.			*File Name:*	35%	4
A2.2	Word Functions	Students will create a document, edit documents by locating and modifying texts, format text, format paragraphs, use Word tools to make documents more professional. Write down the name your saved file next to the black arrow to the right.			*File Name:*		
A2.3	Develop Communication to Principal, Vice Principal and Teachers.	Students will create a communication/paragraph to their Principal, Vice Principal and their children's teachers addressing any concerns about their child's education. Write down the name your saved file next to the black arrow to the right.			*File Name:*	42%	2
A3	**Intro. to the Internet**	Upon successful completion of this module students will be able to: display web sites, search for information, communicate with others using E-mail, and download/acquire information from the Internet. More importantly parents will identify internet access points near their home.				45%	2
A3.1	Capture and downloading images from internet	Student will practice sending an email with a picture/video attachment to the instructor, classmates, and friends.					

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EXHIBIT D (continued)

A4	**Intro. to PowerPoint**	Students will create a presentation based on a design template, create and modify drawn objects on slides for your PowerPoint presentation, apply formatting to text slides in a presentation, prepare a presentation for delivery.			6
A4.1	*Create Slide 1*	Slide 1. Develop Self Intro Slide. Name and Vision Statement. Take 30 minutes to further develop the 7 minute vision Statement. Write down the name your saved file next to the black arrow to the right. The name of the file should be your First and Last name, then Education/Graduation Plan.	*File Name:*	55%	2
A4.2	*Create Slide 2*	Slide 2. Develop "How I will help my child succeed in school" . I will help my child by raising the bar of expectation on him/her because I know about on-line education resources		60%	2
A5	**Intermediate Internet Navigation, using websites and hyperlinks**	Students will navigate the internet, understand the concept of a hyperlink, and browse websites that will help both parents and children gain information for better opportunities, education and ultimately have an Education/Graduation Plan.			
A5.1	*Create Slide 3*	www.KnowHow2Go.org - Slide 3: a brief overview of college requirements and financial aid for college.		65%	2
A5.2	*Create Slide 4*	www.CaliforniaColleges.edu - Slide 4: Parents explore the various colleges in California, and exercises children can engage to match strengths with specific careers and college majors. Parents will learn about the A through G requirements , career quizzes and High School Planner for their child.		67%	2
A5.3	*Create Slide 5*	School District Website - Slide 5: Introduction to specific A-G courses, and a link that describes the SAT		70%	2
A5.4	*Create Slide 6*	www.lapl.org/ya/homework/live_homework_help.php - Slide 5: parents learn about homework help available on-line to help children 10 years in age and above, immediate and interactive		75%	2
A5.5	*Create Slide 7*	aplaceofthetown.org/ or www.losninosensucasa.org - Slide 7: most popular Spanish-language program in region on tips to raising children		80%	2
A5.6	*Create Slide 8*	www.teenidroga.com / www.theantidrug.com or www.abovetheinfluence.org - Slide 8: parents find resources and strategies to prevent drug use and abuse		85%	3
A5.7	*Create Slide 9*	www.facebook.com - Slide 9: parents will learn how to utilize social network tools to get connected with friends, family, teachers and the world		90%	2
A5.8	*Create Slide 10*	www.thebeehive.org/safety - Slide 10: Tips for parents on how to keep their children safe while using the internet		95%	2
A5.9	FINAL PROJECT	Education/Graduation Plan Compile all slides into a portfolio and finish building Education/Graduation Plan and resources for the purposes of raising 'the bar of expectations' for your child to be used to better guide your child to college.	Put all work together and prepare to bind into final portfolio	100%	40

EXHIBIT E
ACTUALS TO COST REIMBURSEMENT SCHEDULE

CASF grant $190 per person; $11,400 for 60 people
Percentage breakdown per activity per approved budget

	Annual Goal	APCF Outcomes	60 PEOPLE not to exceed $11,400		$ 11,400.00	% OF BUDGET
			APCF	CU		
Activity I			$ 1,739.93	$ 579.98	$ 2,319.90	21%
Number of Conference and Community Meetings	6	1				
Number of key leaders to be invited to speak at the conferences	18	5				
Number of People to attend Conferences	300	20				
		APCF Outcomes				
Activity II	Annual Goal		$ 693.41	$ 231.14	$ 924.54	8%
Number of Administrators to meet post-conference	24	12				
Number of Administrators entering into MOU to establish Empowerment Hubs	12	2				
Number of parents that will have access to the Internet as a result of New Empowerment Hubs	15600	2600				
		APCF Outcomes				
Activity III	Annual Goal		$ 697.68	$ 697.68	$ 1,395.36	12%
Number of parents NIU Coalition will have access to because of MOU with Empowerment Hub (assume average of 650 students per school site) giving access to equal number of parents.	7800	1300				
		APCF Outcomes				
Activity IV			$ 231.14	$ 693.41	$ 924.54	8%
Number of trainers, from train the trainer program, to be deployed, also equals number of jobs created	24	4				
		APCF Outcomes				
Activity V	Annual Goal		$ 878.94	$ 878.94	$ 1,757.88	15%
Number of parents completing One Million NIU program	790	60				
		APCF Outcomes				
Activity VI	Annual Goal		$ 2,011.82	$ 670.61	$ 2,682.42	24%
Number of Graduation Ceremonies	36	4				
		APCF Outcomes				
Activity VII	Annual Goal			$ 1,395.36	$ 1,395.36	12%
Number of modules completed in post NIU-course workshops	514	210				
			$ 6,252.90	$ 5,147.10		
			$	11,400.00	$ 11,400.00	100%

Includes TRAINERS reimbursement

EXHIBIT "2"

(Translation of Curriculum into Chinese)

One Million New Internet Users (NIU)
Parent Engagement through Technology (PE+T)
e-Task list Completion Form
with hyperlinks

Name: _____

Date: _____

Site: _____

单元	任务	目标	教师验收	日期	成果文件名	完成百分比	预期时长
	每日任务						
	第一项任务	利用10分钟，使用 typingweb.com 网站进行打字练习					
	第二项任务	利用10分钟，使用 NIU 网站并阅读博客内容					
	第三项任务	最后10分钟，学生打印出已完成的任务，保存在全文件夹中并更新任务单					
A1	理想宣言（准备）7分钟 写作练习	手写个人的未来目标。写出你对于未来的两个星期、两个月、两年及一年的目标。7分钟不停止地书写你的理想、目标、愿望单及未来子女的议题。例如，足否会成绩大学文凭，什么样的文凭，会上哪所大学，大学毕业后会住在哪里等。使用讨论文来帮助你组织你的理想宣言。在黑箭头处写出文件名。				8%	1
A1.1	创建电子邮件账户	学生会使用Gmail来设立自己的邮箱账户，然后学会如何收发电子邮件。学生将练习如何通过电子邮件保持联系。在黑箭头处写出你的用户名及密码。 用户名： 密码：				25%	1
A1.2	创建typingweb账户	创建 www.typingweb.com 账户（记住要记得在黑箭头中写出你的用户名及密码）。学生将使用本网站来提高打字水平。 用户名： 密码：				30%	0.5
A2	前言：	通过使用CU Word 简介手册，学生将学会到如何使用Word基本功能，例如打开、保存与更改文档。					
A2.1	理想宣言	使用Word打字并打印理想宣言。学生将学会到如何使用手写联系来完成。 文件名： ↑				33%	2
A2.2	Word 功能	学生将创建、编辑文档。编辑文档包括修改并修改文档、设置文本格式、设置段落格式并使用Word工具栏（使文档更加少业。在黑箭头处写出文件名。 文件名： ↑				35%	4
A2.3	与校长、副校长和老师建立联系	学生将创建与孩子学校长、副校长和老师的联络，找明白己对孩子教育的担心。这一练习将让对方了解他们可以与你通过电子邮件进行联络。在黑箭头处写出文件名。 文件名： ↑				42%	2
A3	网络简介	学习此单元，学生将会打开网页，搜索信息，与其他人进行邮件往来并在网上进行下载信息。家长会了解家庭附近的网络接入点，利用CU网络接入，学生将会知道网络上的三个可用地址。更重要的是家长...				45%	2
A3.1	从网上获取及下载图片	学生将练习向老师、同学及朋友发送邮件，并添加图片/视频附件。					
A4	PowerPoint 简介	学生将根据创建模板，创建并更改幻灯片，对幻灯片中文本应用格式。				55%	6
A4.1	创建幻灯片 1	幻灯片 1. 加入自我介绍、名子和理想宣言。学生有30分钟来制作一个7分钟的理想宣言。在黑箭头处写出你作的文件名，文件名应该充足你该写出你作的文件名。 文件名： ↑					2

One Million New Internet Users (NIU)
Parent Engagement through Technology (PE+T)
e-Task list Completion Form
with hyperlinks

Name: _____

Date: _____

Site: _____

演示	任务	目标	教师验收	日期	成果/文件名	完成百分比	预期时长
A4.2	*创建幻灯片 2*	**幻灯片 2.** 以"我将将如何帮助我的子女取得学业上的成功"为题来发表自己的观点。我会通过提高我对孩子的将来求帮助孩子进步,因为我知道一些网上的教育资源。				60%	2

One Million New Internet Users (NIU)
Parent Engagement through Technology (PE+T)
e-Task list Completion Form
with hyperlinks

Name: _____

Date: _____

Site: _____

单元	任务	目标	教师验收	日期	成果文件名	完成百分比	预期时长
A5	中级网络应用，使用网页及超级链接	学生将使用网络，了解超级链接的概念，浏览能够同时帮助家长和孩子获取工作及教育信息的网站，并且帮助孩子制定教育作业计划。					
A5.1	创建幻灯片 3	www.KnowHow2Go.org 幻灯片3：大学入学要求及财政补助简介。				65%	2
A5.2	创建幻灯片 4	www.CaliforniaColleges.edu 幻灯片4：家长将浏览加州不同的大学，并帮助孩子发现兴趣长的个业以及未来事业发展。家长将学到A-G要求，职业测试及孩子的高中计划。				67%	2
A5.3	创建幻灯片 5	学校网站家长门户 幻灯片5：在网上查看孩子的成绩以考勤				70%	1
A5.4	创建幻灯片 6	学区网站 - 幻灯片5：A-G课程简介、SAT信息链接					1
A5.5	创建幻灯片 7	www.lapl.org/ya/homework/live_homework_help.php 幻灯片6：家长学习帮助10岁以上孩子在网上获取互动的作业辅导				75%	2
A5.6	创建幻灯片 8	aplaceofourown.org / www.losninosensucasa.org 幻灯片7：最受欢迎的西班牙语课程，指导你如何来儿				80%	2
A5.7	创建幻灯片 9	www.theparenttookkit.org 幻灯片8：家长寻找防止毒品使用及滥用的资源和方法				85%	3
A5.8	创建幻灯片 9	www.facebook.com - 幻灯片9：家长将学习如何使用社交网站与朋友、家人、老师及大众连接				90%	1.5
A5.81	创建幻灯片 10	一百万网络新手课程Facebook主页简介，浏览并点击喜欢我们。					0.25
A5.82	创建幻灯片 11	NIU辅导教师们Facebook主页简介。向你的辅导老师，其他辅导老师们，NIU毕业生及NIU课程Facebook好友，发送好友请求。					0.25
A5.9	创建幻灯片 12	www.thebeehive.org/safety - 幻灯片10：关于如何保证孩子网络安全的建议。				95%	1.5
A5.10	为校长或机构领导作制感谢信	学生为校长或机构领导制作并发送感谢信，感谢他们为其家庭创造学习及成功的机会。					0.5
A5.11	家人和朋友	学生创建一个Word文档，列出可能从本课程中受益的家人朋友的姓名，联络方式以及与其关系。					0.5
A5.12 期末课题		像育/毕业计划将所有幻灯片放入一个文件夹，创建教育/毕业计划的目的，达到"提高期望"的目的，从而帮助子女进入大学。			将所有已完成的任务放在一起，准备结合成期末课题	100%	40

One Million New Internet Users (NIU)
Trainer Task List

Name: _____

Date: _____

Site: _____

单元	任务	目标	主辅导教师 验收	日期
A1	课程准备	准备好需要发给学生的A1-A2文件		
A1.1	文档	培训材料、考勤表、出勤政策、毕业政策、教育、毕业计划-实际学生范例、课堂要求		
A1.2	学生档案	档案包括：马尼拉文件夹、申请表、学生任务清单、培训前技能测试问卷、已签字的出勤政策及所有课程要求完成的作业。		
A2	与领导建立友好关系	与校长及CBO领导建立初步并持续的联系		
A2.1	会见并问候辅导教师	辅导教师与校长及CBO领导见面并相互问候。届时，辅导教师将会自我介绍并提交你的个人履历。上课第一天上课前一节课前15分钟。介绍他们的意向，并提供辅导教师及负责人 (Neri Rivas) 的联系方式。询问家长入门的程序。		
A2.2	邀请校长视察第一天上课	辅导教师邀请校长或CBO领导演讲，讲述为什么这门课程对学校及社区组织是如此重要。目标#1：帮助家长与孩子的老师通过电子邮件建立联系。目标#2：帮助家长与		
A2.3	辅导老师在第一天上课后，给校长发送电子邮件	辅导老师给校长发送电子邮件，感谢他们为家长为此课堂做出的贡献。		
A2.4	每周与校长与CBO领导联络。	每个星期到校与CBO领导的办公室与其分享每周的成功故事，辅导教师通过书面或电子邮件与校长及CBO领导交流。分享一个家长是如何受到课程影响的。邀请校长及CBO领导网站查看看孩子的成绩及出勤情况。		
A3	与学生建立友好关系	与学生建立初步并持续的联系，鼓励学生将本课程的其他辅导教师的联系方式存在手机里。询问学生是否可以发短信给他们；辅导教师可以将自己的手机号写在黑板上并		
A3.1	第一天上课	自我介绍并给学生你的简历。简历应包括照片、电子邮件箱及电话号码。欢迎他们参加本课程并鼓励大家与你联络。		
A3.2	询问学生是否可以发短信给他们	询问学生是否可以发短信给他们，包括课程提醒、出勤提醒。		
A3.3	课程提醒	在上课的前一天打电话或发短信提醒学生。		
A3.4	出勤提醒	在上节课结束的半小时内，打电话或发短信给学生，告知"今天没有看着你来上课，希望能够在下节课上看到你"。		

One Million New Internet Users (NIU)
Trainer Task List

Name _____

Date: _____

Site: _____

单元	任务	目标	主辅导教师验收	日期
A4	第一天上课	准备好所有需要的文件，迎新致词及课程指导。		
A4.1	介绍	欢迎学生，自我介绍并发给学生你的简历，讨论毕业计划、任务单，教育毕业计划，讨论出勤政策和课堂要求。讲解学校的意向，为什么家长会来到这里，并询问为什么家长参加课程音的部分课程。		
A4.2	介绍NIU网站	向学生介绍 One Million NIU (一百万个网络新手网站。鼓励大家经常登陆本网站。查看更新、视频、新闻等。		
A4.3	创建并完善学生档案	让学生：签到、填申请表、在出勤政策上签字。给学生解释：任务单、培训前后技能测试问卷及申请。		
A5	考勤	讨论并创建出勤数据率。		
A5.1	最初的出勤数据库	1). 在第一天课程的48小时内，将最初的出勤数据发送电子邮件给Neri。2).上传google文件并分享给 NR, DJ, LO, AO & KH。如果辅导教师不能在48小时内提供数据库，则需要短信告知详细原因，没有例外，非常重要。		
A5.2	提醒电话	在上课的前一天打电话或发短信提醒学生。		
A5.3	学生缺席	在学生所缺课程结束后的半小时内，打电话给学生。如果学生没有接电话，则可以留言给他们，"今天没有看到你来上课，希望能够在下节课上看到你；给找回电话吧"。如果学生同意他们发短信，则可将留言信息写成短信加上一个笑脸。更新数据库并填写缺席原因。		
A6	每日报告	提供出勤和完成百分比 (% 完成)给执行管理。备注：不是所有学生的完成百分比都是一样的，请确保从学生的任务单中提取完成百分比。		
A6.1	每天所有授课点报告	在下课后的半个小时之内，在google文件中更新每天出勤率统计"ATTENDANCE ALL SITES"。完成后发短信给Djanes。你的表现将会被及时审查，直到Djane告诉你不再需要发短信给她。		
A6.2	学生出勤数据库报告	每天发送并上传到Google文档。学生出勤数据库。		
A6.3	辅导老师任务单	1).每天发并上传Google 文档到辅导老师任务单。2).复制并保留辅导老师任务单。		
A7	学区资源			
A7.1	辅导教师介绍学校接口	如果学校有家长接口，介绍登陆程序和密码。指导家长进入学校的家长接口来查看孩子的成绩、作业及出勤。		
A7.2	学区网页	向家长介绍学区网站，查看A-G课程及SAT介绍的链接		

One Million New Internet Users (NIU)
Trainer Task List

Name _____

Date: _____

Site: _____

单元	任务	目标	主辅导教师验收	日期
A8	初步的 Facebook交流			
A8.1	防火墙访问	由主辅导教师带领其他辅导教师管理防火墙程序，保证家长可以访问		
A8.2	一百万个网络新手Facebook	向学生介绍一百万个网络新手Facebook主页。		
A8.3	NIU辅导教师Facebook主页	向学生介绍NIU辅导教师的Facebook主页。浏览并点击喜欢我们，发表评论；将评论复制到辅导教师的Facebook主页。向你的辅导教师申请添加好友。		
A9	促进进一步及未来计划			
A9.1	未来的NIU辅导教师	创建一张名单，记录所有具备成为辅导艺术和家长领袖推广者技能的学生姓名。查看调查表中，表明自己想成为一名辅导艺术的家长姓名，并向其提供MT选择。		
A9.2	着眼未来的学生	让学生创建一张名单，记录他们认为可以从本课程中受益的人。列出他们的全名，联络方式及与学生的关系。这一练习形式与毕业宣言宣言相同。		
A10	最后一节课			
A10.1	学生给校长和CBO领导写信	辅导教师指导学生给校长发送感谢信，感谢他们为学生提供大学机会可以进入自己理想的大学并为家庭的成功打下基础，并复制给学校的董事。向DJanes确认学校姓名。"答款：来自（学校名）的一位家长		
A10.2	更新联络信息	在最后一节课上，从数据库中调出所有学生姓名，电话号码和电子邮箱的清单。然后在学生中间传递，更新信息。根据最新的信息来更新数据库。他们是NIU大家庭的成员，我们想与他们保持联络，将重要信息、新闻及时地发送给他们。		
A11	毕业			
A11.1	邀请校长参加毕业典礼	辅导教师发送电子邮件并将邀请函打印呈送给校长		
A11.2	辅导教师向学生做结业发言	辅导教师将就为什么喜欢辅导这些家长，这些家长如此特别的主题进行发言。		
A11.3	正式介绍	辅导教师将向参加毕业典礼的来宾进行自我介绍，分享履历及教学经验，还可分享引以为豪的事情。		
A11.4	媒体	辅导教师将向媒体介绍自己，并介绍分享成功故事的毕业生。		
A11.5	毕业生集体拍照留念	辅导教师将与所有毕业生拍摄照片，向Neri Rivas领取，并上传至Facebook主页，对每张照片做出评论。		
A12	期末课题			
A12.1	辅导教师给所有学生发送感谢信	辅导教师在结业的72小时内给所有学生发送感谢信，并祝贺他们毕业，向他们美好的生活迈出了一大步。创建一张清单，确认你收到所有学生的回复。在接下来的教师会议上，你要与大家分享成果。回复你邮件的学生越多，你的工作完成得越好。		

Parent Engagement through Technology

MICROSOFT WORD

培训手册
<u>中文版</u>
<u>*MS Office 2007*</u>

By
Community Union Inc.

第一部分:工具栏浏览

1. 点击 **START**（开始）按键。
2. 选择 **Programs**（程序）并点击 **Microsoft Word**。你的老师应该已经分发任务单了。
3. 根据以下范例，学生将标出功能区中的工具。你可以将鼠标箭头放在每个图标上，你就会看到一个黄色的提示卡告诉你，该工具的功能。在你的任务单中写出提示卡上的内容。

Office 键

快速访问工具栏   标题栏

选项卡

功能区

字体大小

滚动条
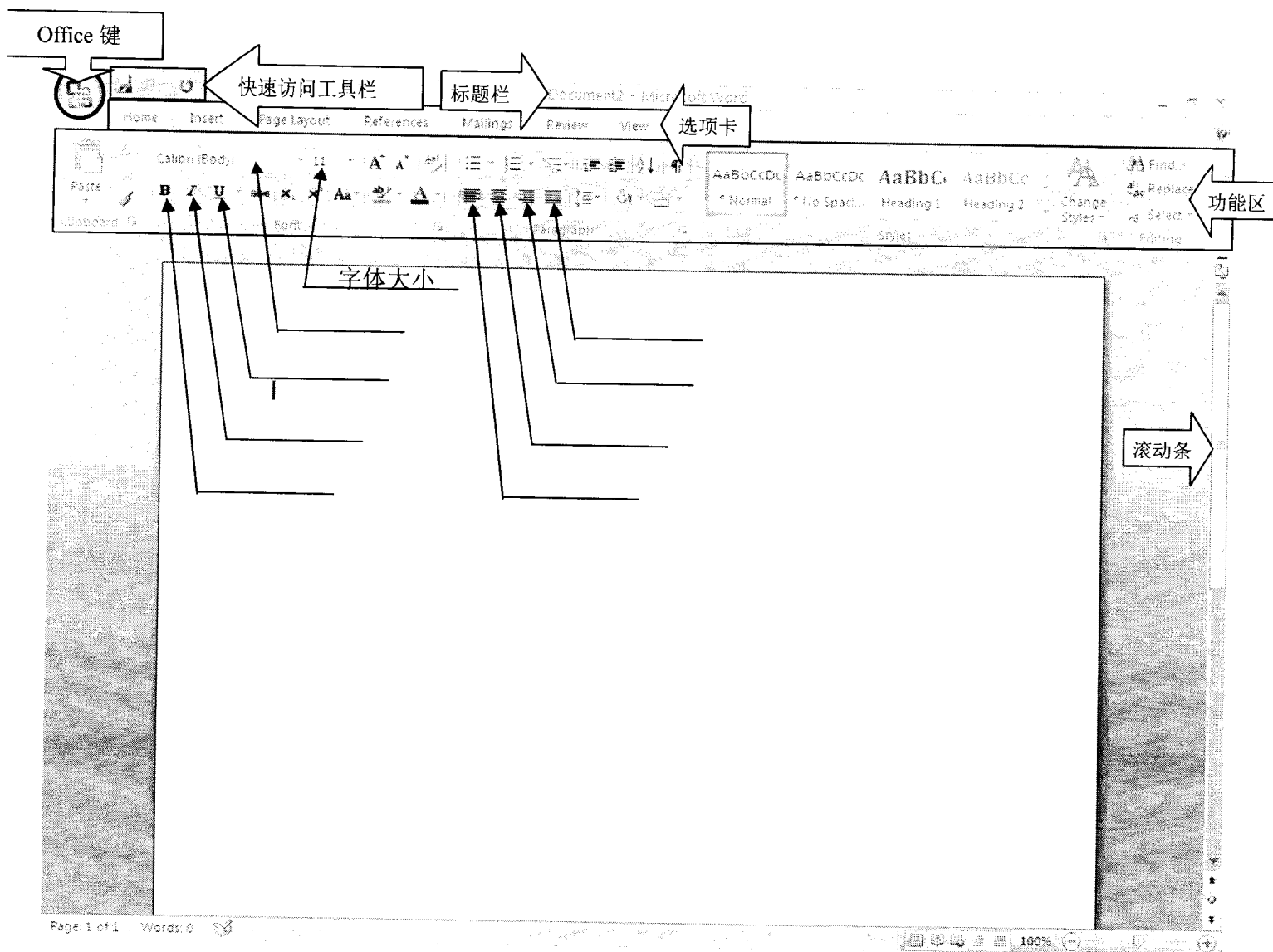
第二部分：创建、保存并打开文档

这部分内容的目的是让学生了解并熟悉创建及更改已有文档的概念。

重要的建议

在本练习中，你需要注意：
光标是一个在文本区闪动的竖线。当你打字时，请注意光标的位置。

1. 敲击键盘左侧的 **CAPSLOCK** （大写）键，然后输入： **PARENT TECHNOLOGY**。
2. 将光标放在 **PARENT** 和 **TECHNOLOGY** 之间然后 **click**（点击）鼠标左键。
3. 敲击 **space bar**（空格键），然后输入 **EDUCATION THROUGH** 。

学生应该看到以下文字：
PARENT EDUCATION THROUGH TECHNONLOY （家长使用科技教育）

4. 现在敲击键盘右侧的 **END KEY**（结尾键）。观察光标现在的位置，光标应该在这句话的末尾。
5. 敲击 **CAPSLOCK**(大写键)，开始输入小写。
6. 敲击 **Enter** （输入键）3 次（注意每次敲击输入键，光标是如何向下移动的）。
7. 开始输入：**Today is a beautiful day**（今天是美好的一天）。
8. 敲击 **Enter** （输入键）3 次。
9. 输入你的 **complete name** （全名）和 **today's date**（今天的日期）。

继续完成屏幕上显示的同一个文档。

第三部分：继续
● 保存文档

1. 点击 **ENTER**（输入键）两次并输入： **In the pre-teen years and teen years students are searching for their identity and they are trying different things. Good things build self-esteem, like planning for your future**（在儿童及少年时期，孩子们总在做各样的尝试来寻找自己。好的事情，比如，计划你的未来会帮助你寻找自我。）

2. 点击 **FILE**（文件），然后点击 **SAVE**（保存）。每一次保存新的文档时，**SAVE AS**（另存为）对话框都会出现。阅读对话框内的每个组成部分。
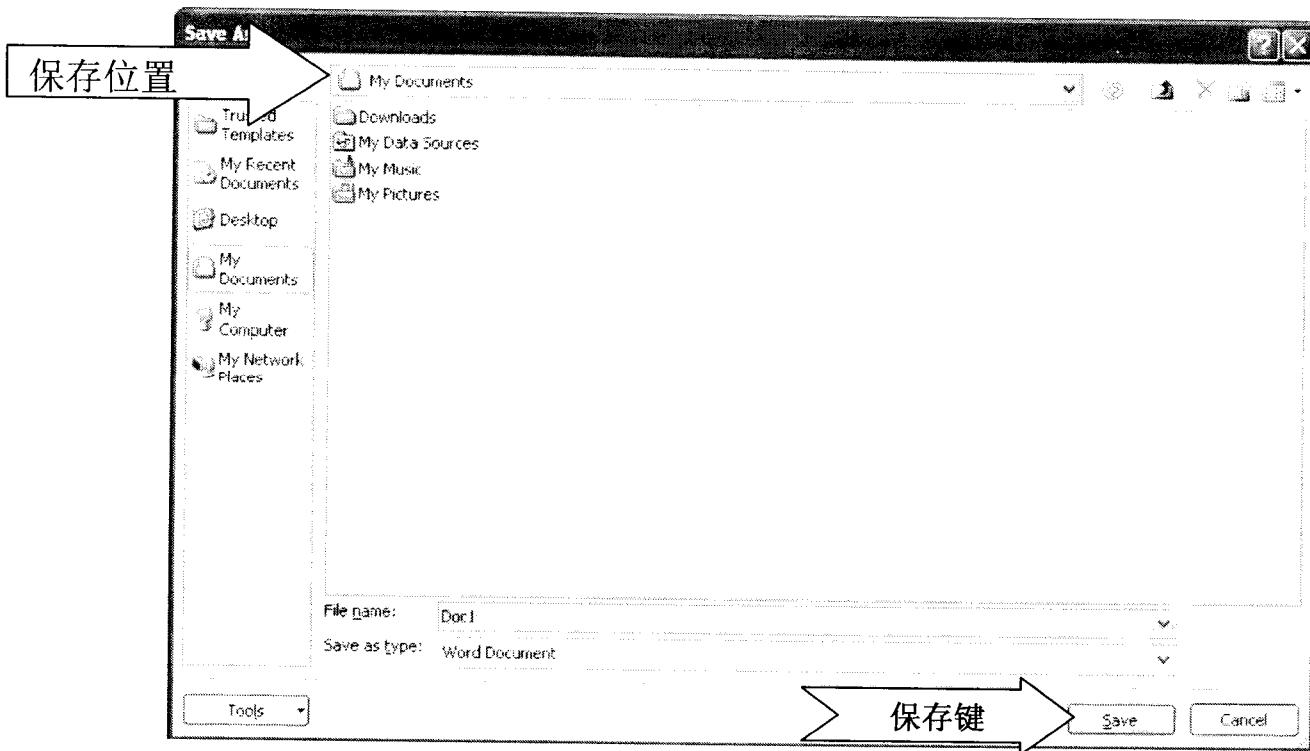
3. 在 **File Name**（文件名）对话框内输入数字 **2**，然后输入你名字的前 4 个字母。例如：如果你的名字是 SILVIA，你就输入 **2SILV**。

4. 点击 **SAVE**（保存）。

5. 点击 **File**（文件）然后点击 **Close**（关闭）。

第四部分：打开文档

这部分内容将指导学生如何打开文档。
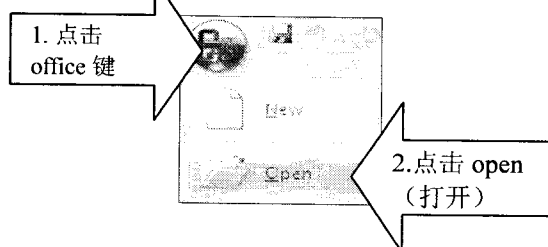
1. 点击 **Office** 键。

2. 然后在菜单中选择 **OPEN** （打开）。此对话框与 **SAVE-AS** （另存为）对话框相似。

3. 点击你刚刚保存的那个文档。例如：如果你的名字是 Silvia，文档名就是 2Silv 。

4. *点击* **OPEN**（打开），你的文档就会再次出现在屏幕上。

下个练习继续使用同一个文档。

第五部分：突出文字

键盘及鼠标练习
(完成以下指示)

1. 敲击键盘上的 **END**（结尾键）– 这是将光标移到一行结尾的键。
2. 敲击键盘上的 **HOME**（主页键）– 这是将光标移到一行开头的键。
3. 在任意一个单词上 **DOUBLE CLICK**（双击），该单词将会被突出出来。
4. 在任意一个段落内 **TRIPLE CLICK**（点击鼠标左键三下），该段落将会被突出出来。
5. 按住 **CTRL-HOME** – 将光标移动到文档顶部。
   同时按住这两个键。
6. 按住 **CTRL-END** – 将光标移动到文档底部。
   同时按住这两个键。
7. 敲击 **Enter（输入键） 3** 次。

（继续完成屏幕上显示的同一个文档。请看下一页）

第六部分：恢复已删除的文本
本节课将指导学生恢复误删的文本。

1. 输入： **I am going to recover text that was previously deleted** （我要恢复之前删除的文本）。

2. 将光标放在句子最前边，敲击 **DELETE** 键将本句的前 3 个单词，一个一个地 **Delete**（删除）。

3. 点击工具栏中的 **UNDO** （恢复）工具几次。学生会看到之前删除的文字又重新出现了。继续点击 **UNDO** 工具，直到所有的文字都重新出现。

<div align="center">做的不错！你已经恢复了所有之前删除的文本。</div>
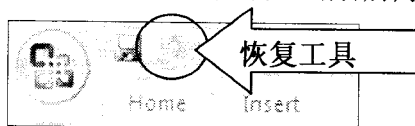
<div align="center">*下个练习继续使用同一个文档。*</div>

4. 敲击 **END** （结尾键），然后敲击 **ENTER** （输入键）3 次。在做测验的时候，你也会用到此文档。

MS Word 测验 1 第一部分：

(输入标题 **MS Word Section 1 Quiz 1**。敲击 enter（输入键）两次。输入题目并作答。答案应该是完整的句子。)

1. What key(s) takes you to the beginning of the line?（哪个或哪些键可以将光标移到一行的开头？）

2. How do you get to the top of your document? （你如何将光标移到文档顶部？）

3. What happens when you double click over a word? （如果你在一个单词上双击鼠标左键两次，会发生什么?）

4. **Save the document with the file name WordS1Q1 and the first four letters of your name. Print 2 copies.** (保存文档，命名 WordS1Q1 及你名字的前四个字母。打印两份。)

技能建立
1. 创建一个新的文档。点击 **Office** 键。

2. 然后点击 **New Blank Document**（新空白文档）图标。

| 1. 点击 Office 键 |
| 2. 新空白文档 |
| 3. 点击创建 |
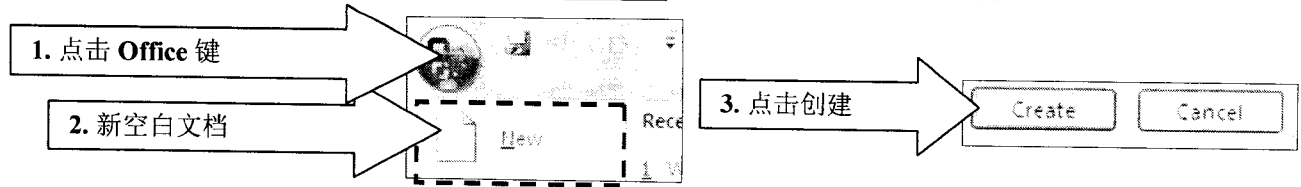
3. 然后点击下方的 **create** （创建）。
4. 在新的文档中输入以下段落：

Community Union believes it is a moral imperative that we empower parents of students with college knowledge and training in technology to demystify the internet and on-line resources available to them to increase student achievement.
（社区工会相信，帮助家长增加大学相关知识，培训他们使用电脑及网络科技，获取网络资源，来提高学生收益是非常必要的。）

Community Union has provided community-based technology training for over 15 years in Los Angeles County. Currently CU has 8 technology training centers in South and East Los Angeles, San Fernando Valley and Los Nietos/Whittier which is Los Angeles County. The PE+T program is an innovative, unprecedented program designed to teach parents how to navigate on-line education resources for the purposes of developing an education plan （社区工会已经为洛杉矶县的社区科技培训服务了 15 个年头。现在，社区工会在洛杉矶南部及中部、圣费尔南多、惠提尔等 8 个地区建立了科技培训中心。本课程是指导家长获得更多网络教育资源的前所未有的创新课程。）

5. 现在请看第一段的第三行，在 **on-line** 和 **resources** 中间单击鼠标左键，并输入 **academic**（学术）。现在这句话的意义应该充分表达了。

5. 现在请看第二段的第 4 行，然后在 **is** 和 **Los Angeles County** 之间点击鼠标左键并输入 **unincorporated**（未包含在内的）。现在这句话的意义应该充分表达了。

6. 使用 **Ctrl+Home** 回到文档顶部，点击 **Tab** 键然后输入：**Community Union Inc**（社区工会公司）并敲击空格键一次。

7. 使用 **Ctrl+END** 移动到文档底部，然后输入：**for their child**（为了孩子）。

8. 点击 **File**（文件） 并 **Save**（保存）。在 **File Name** （文件名）对话框输入 **CU** 及你名字的前四个字母。例如：如果你的名字是 SILVIA，则你可以输入 **CUSILV**。

9. 点击 **SAVE**（保存）键。

（下个练习继续使用同一个文档）

第七部分：增强文档
突出一行文字

1. 找到 **Selection Bar**（选择栏）。将鼠标箭头移动到页面的最左侧，远离文本。这就是 **SELECTION BAR** （选择栏）区域。当你看到鼠标箭头向右倾斜，说明你在选择栏区域内。
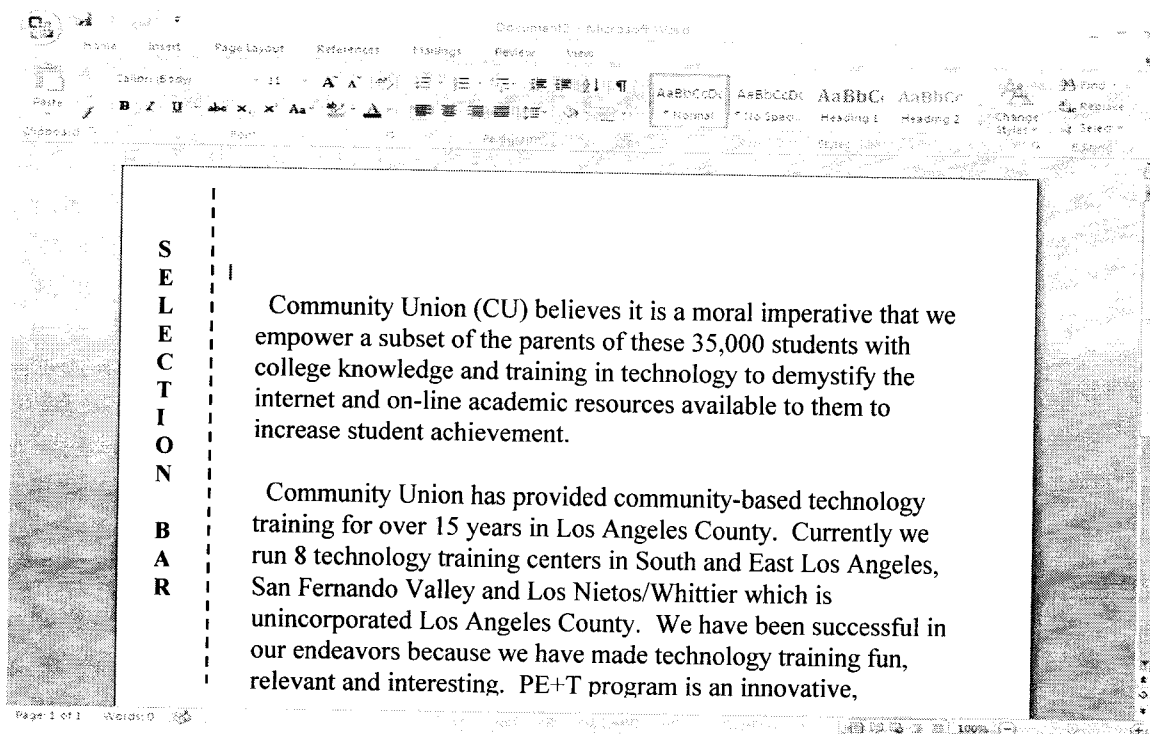
2. 在 **SELECTION BAR** （选择栏）区域内，移动鼠标箭头与第一段的第一行平齐。

3. **Click**（点击）。学生将看到整行都被突出了。

4. 在 **SELECTION BAR** （选择栏）区域内，移动鼠标箭头与第二段的第二行平齐。

5. **Click**（点击）。学生将看到整行都被突出了。

突出一个句子

1. 将鼠标箭头移动到第一段第一句内的单词 Union。
2. 按住 **CTRL** 键，然后 **Click**（单击鼠标左键）。学生将看到整个第一句话都被突出了。
3. 将鼠标箭头移动到第二段第二句，单词 **currently**。
4. 按住 **CTRL** 键，然后在单词 **Currently** 上 **Click**（单击鼠标左键）。学生将看到第二段的整个第二句话都被突出了。

突出一个段落

1. 在第二段内 **Triple Click**（点击鼠标左键三次）。学生将看到整个第二段都被突出了。

突出整个文档

记住 **SELECTION BAR**（选择栏）区域的位置，并应用在此任务中。

1. 在 **SELECTION BAR**（选择栏）区域内，按住 **CTRL** 键，然后 **Click**（单击鼠标左键）。学生将看到整个文档都被突出了。
2. 在文档中的任意一个位置 **Click**（单击鼠标左键）。学生将看到被突出的文档恢复了正常。

继续完成同一个文档。

第八部分：增强文本
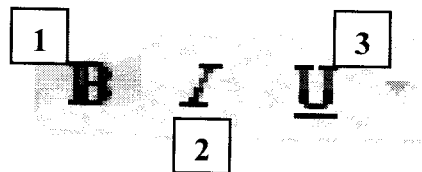
1. 突出第一段内的单词 **Community**。点击工具栏中的 **B** (bold 加粗) 键。
2. 突出第一句话内的单词 **Union**。点击工具栏中的 **U** (underline 下划线) 键。
3. 突出第一句话内的单词 *believes*。点击工具栏中的 *I* (italic 斜体) 键。学生应该看到字体倾斜了。
4. 对第二段也做以上 3 个步骤，学生可以自行选择单词。（操作后记得保存。）

5. 点击 **FILE**（文件），点击 **SAVE-AS**（另存为）。在 **<u>File Name</u> <u>box</u>**（文件名对话框）内输入 **CU2** 和你名字的前四个字母。例如：如果你的名字是 SILVIA，你可以输入 **CU2SILV**。

<u>*下个练习继续使用同一个文档*</u>

居中，字体及大小

1. 按住 CTRL 和 Home 移至文档顶部。
2. 输入 **Parent Engagement through Technology**（家长参与科技）作为标题，敲击 **Enter**（输入键）**2** 次 。
3. 突出 **Parent Engagement through Technology**，点击 **Bold**（加粗）键。
4. 点击工具条内的 **<u>CENTER</u>**（居中）图标。学生将看到标题被移动到文档中间。

$$\equiv \lhd\boxed{\text{居中工具}}$$
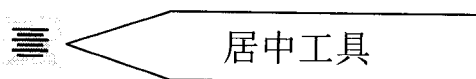
突出两个段落。在第一段开头单击鼠标左键，按住然后拖到第二段结尾。

5. <u>**在接下来的练习中，保持这两个段落一直突出。**</u>
6. 点击 **JUSTIFY**（两边对齐）图标。学生将看到该段落变成两边对齐。

7. **Click**（点击）工具栏内 **FONT TOOL**（字体工具）右侧的倒三角图标。学生应该看到不同字体的列表。
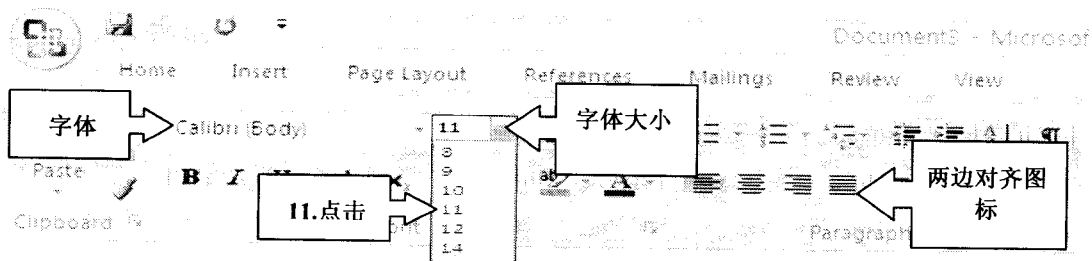
8. 向下滑动列表， **Click**（点击）<u>**COMIC SANS MS**</u>。学生将看到文本变成了另外一种字体。
9. **Click**（点击） **FONT SIZE TOOL**（字体大小工具）。此工具在 **FONT TOOL**（字体工具）的右侧。
10. 在列表中 **Click**（点击）**11**。学生将看到段落文字变大了。
11. **Click**（点击） **FONT SIZE TOOL**（字体大小工具），点击 **26**。
12. **Click** （点击）**Undo（恢复）** 键，将字体大小变回 **11**。你注意到字体大小的变化了吗？
13. 点击 **File**（文件），点击 **Save**（保存），然后 **Print 2 copies**（打印两份），最后点击 **Close**（关闭）。

第九部分：输入你的理想

> 使用 **Microsoft Word** 输入你的理想宣言。

a) 点击 **START**（开始）

b) 点击 **Programs**（程序）

c) 点击 **Microsoft Word**

d) 输入你之前手写的理想宣言。

e) 完成后，做以下步骤：

💻 **保存文档：**
保存文档表示要把此文档储存在电脑内存中。这次，学生要将文档储存在电脑硬盘中。你还可以将文件储存在许多不同的储存设备中，例如 CD-R, U 盘等。
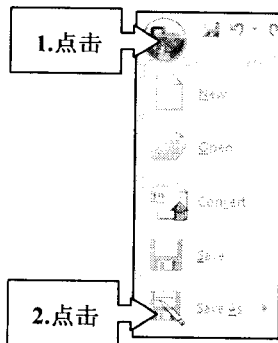
1. 点击 窗口顶部的 **Office** 键 。
2. 点击 **Save As**（另存为）图标。

3.输入你的全名和单词 vision。这就是你的文件名。
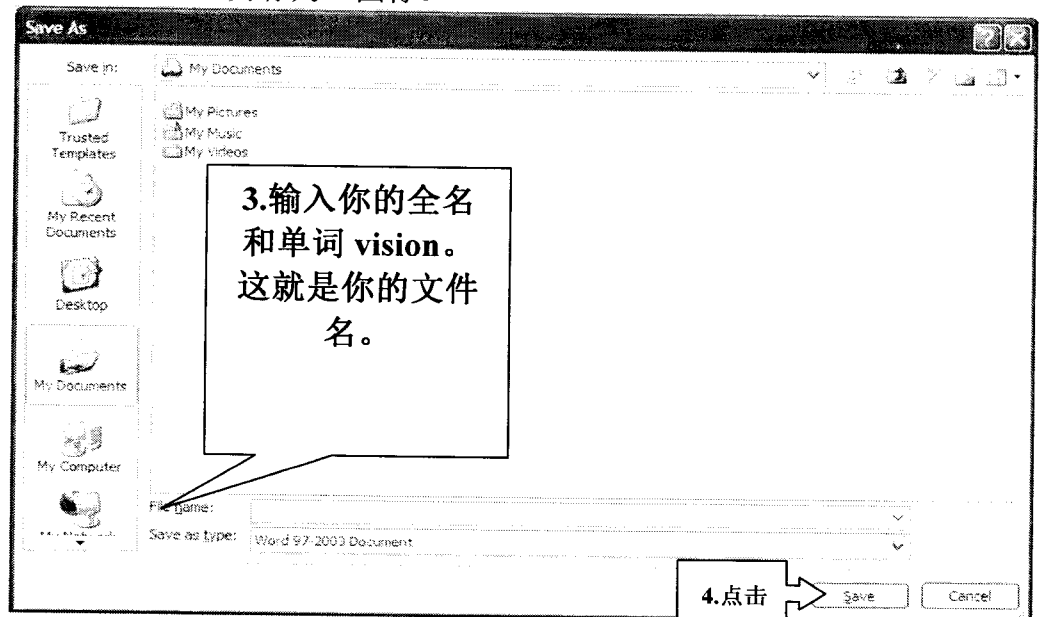
3. 在文件名对话框中输入你的名和姓，加上单词 **Vision**。
4. *点击 Save（保存）键。在窗口顶部，你将会看到你的姓名和单词 vision，这就说明你已成功地将文件保存在电脑内存中了。*
5. 现在你可以 **print**（打印）文档了。
6. 点击 **Office** 键，点击 **Print** （打印），点击 **OK** 。（*询问老师打印机选择*）

第十部分：制作专业书信

目标：家长将为子女的老师、校长或辅导老师制作一封专业书信，进行自我介绍，并询问为子女上大学作准备的教育资源信息。

使用所有之前学习的功能（加粗、居中、字体大小、两侧对齐等），制作一封专业书信：

1. 点击 New （新建）开始创建一个新的文档。
2. 参考以下专业书信范例，填写右侧信息。
3. 你需要更改日期并在下划线处输入你的信息。如果你有任何问题，询问老师。

专业书信范例：

September 25, 2008

Elena Garcia (Recipient name)
Councilor (Recipient Title)
Belvedere Middle School (School)
Los Angeles, CA 90063 (School address)

Dear Mr. / Mrs. (Recipient last name),

Allow me to introduce myself. My name is (your name) and I am a parent of (your child's name) that attends (name of your child's school). I want my child to go to college/university. I would like us to work together and help my child realize his goals of attending a college/university. I am aware of the A-G requirement classes that are required in high school to attend a college / university. I would like to know if my child is enrolled in the correct classes at his current grade level to prepare him/her for these requirements. These are some of the web resources I learned in my Parent Engagement through Technology (PE+T) classes; (type in the websites we used in class like Knowhow2go.org, Californiacolleges.edu etc.). What are some of the other school resources that are available for my child?

Feel free to contact me:
Your Street Address:
City, State, Zip code
Your Telephone number
Your Email (optional)

Sincerely,
Your Name

亲爱的（收信人姓名）先生/女士：

请允许我进行自我介绍。我的名字是(你的姓名)，我是贵校(学校名称)，学生(子女的姓名)的家长。我希望我的子女能顺利进入大学，所以我想和他/她一起努力，来实现大学梦。我知道高中 A-G 课程，我想要咨询一下，我的子女是否选择了进入大学正确的课程。在家长参与科技使用（PE+T）课程中，我了解到了一些网络资源，例如(Knowhow2go.org, Californiacolleges.edu 等)。请问，贵校有哪些资源可以供我的子女使用呢？

请联络我：

家庭住址
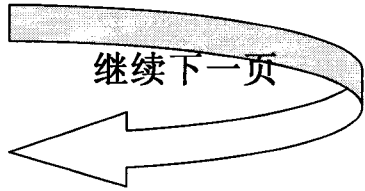
电话号码

电子邮箱 （可选）

此致，

敬礼

你的姓名

4. 完成封面制作后，点击 **File**（文件），**Save**（保存）。
5. 文件名是 **Parent letter** （一封来自家长的信）加上家长的名和姓。例如：ParentletterLarryOrtega。
6. **Print 2 copies**（打印两份）。
7. 点击 **File**（文件），点击 **Close**（关闭）。

Parent Engagement through Technology

MICROSOFT OFFICE 2007
POWERPOINT 培训手册
中文版本
By
Community Union, Inc.
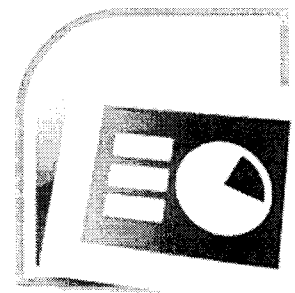
第一部分：启动 **PowerPoint**

PowerPoint 软件可让你建立能以投影机呈现的内容，帮助你更有效更专业地呈现你的想法。

1. 点击 **START** （开始）键。

2. 点击 **Programs**（程序）。

3. 点击 **Microsoft PowerPoint**.

PowerPoint 对话框将出现。见下图。
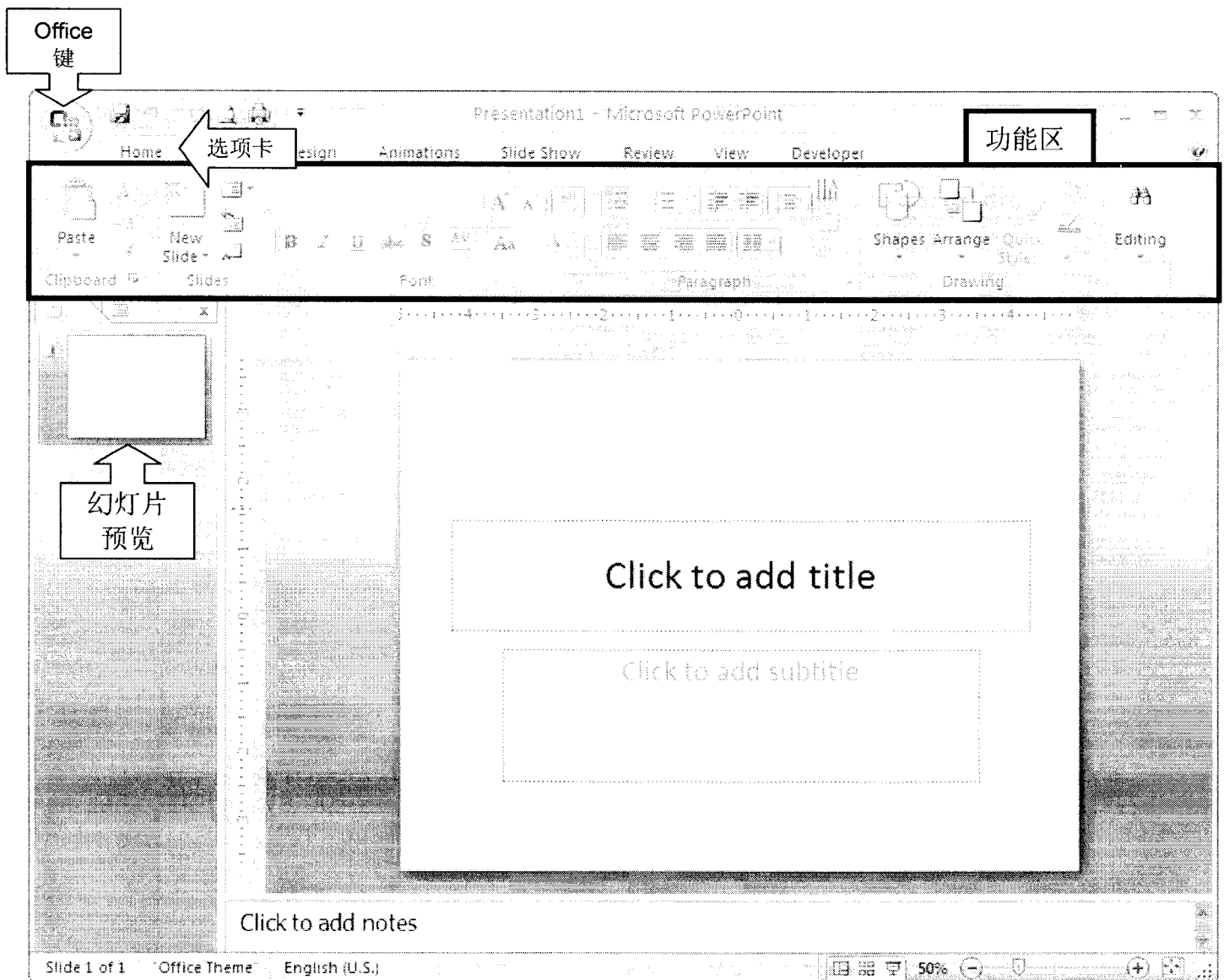
1. 点击 **Office** 键。
2. 在打开的菜单中点击 **New**（新建）。
3. 点击 **Blank presentation** （空白幻灯片）选项。
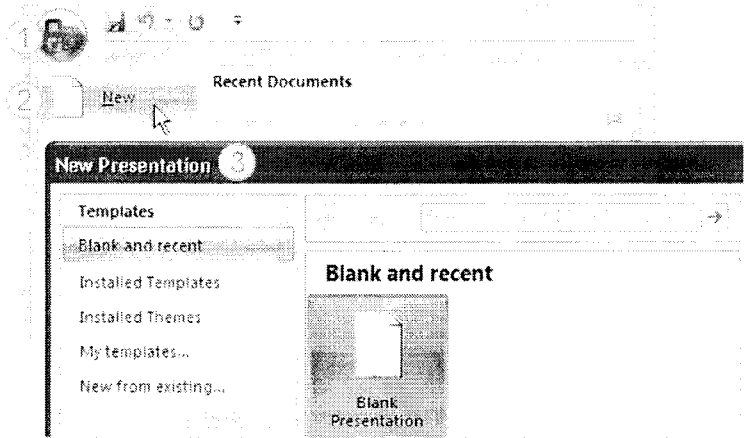
1. 然后点击 **Layout**（页面设置） 键。 页面设置选项屏幕将会出现，点击 **Blank Design**（空白设计），见下图。
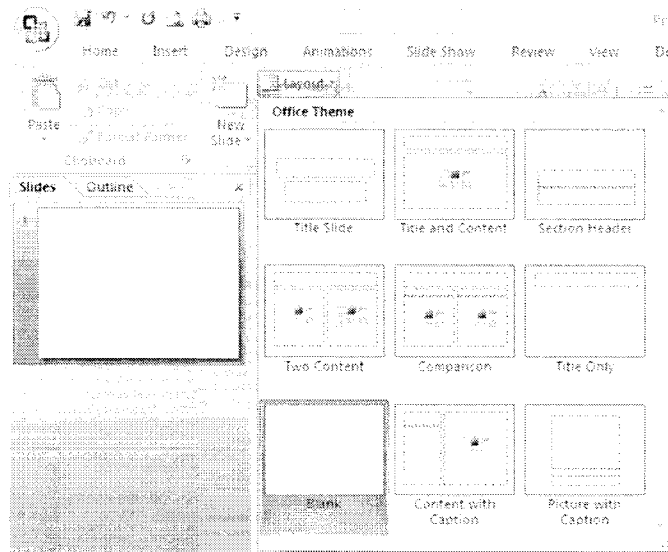
注意，现在你有一张空白幻灯片了
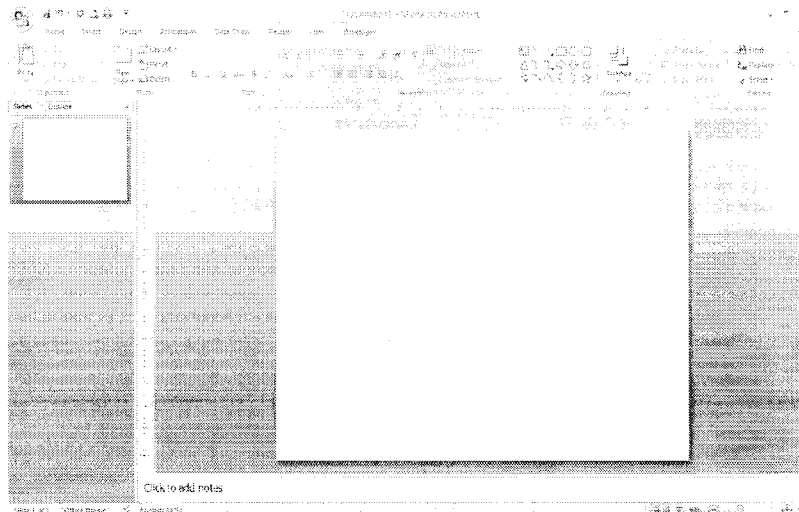
第二部分：改变幻灯片的颜色和设计

幻灯片默认的颜色是白色，但是你可以将其变成其它的设计和颜色。

改变颜色

1. 点击 **Design** （设计）选项卡。 一个新的 **ribbon** （功能区）将会出现。
2. 点击最右边的 **Background** （背景）键。
3. 屏幕将显示不同颜色的菜单。将鼠标箭头放在颜色选项上，你会看到幻灯片预览。
4. 如果你没有看到你想要的颜色，你可以点击 **Format Background** （背景格式）选项。你将会看到更多的颜色和填充效果，然后你可以应用一个颜色。

改变设计

1. 点击 **Design** （设计）选项卡。
2. 将鼠标箭头放在颜色选项上，你就会看到幻灯片预览。
3. 在你选择的设计上单击鼠标左键。
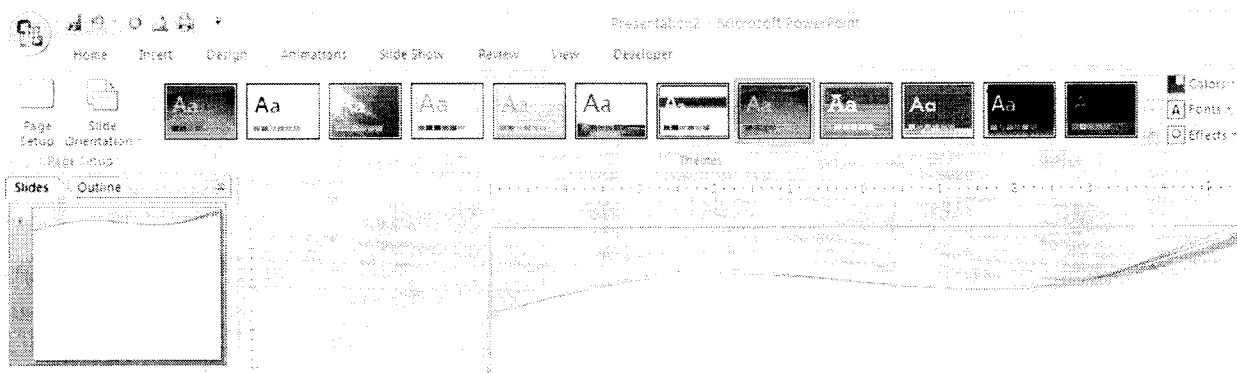
第三部分：加入剪贴画及图片

本程序最有趣的应用之一就是你可以在幻灯片内添加图片。

1. 点击 **Insert**（插入） 选项卡 。
2. 当新的 ribbon（功能区）出现后，点击 **Clip art** （剪贴画）按键。
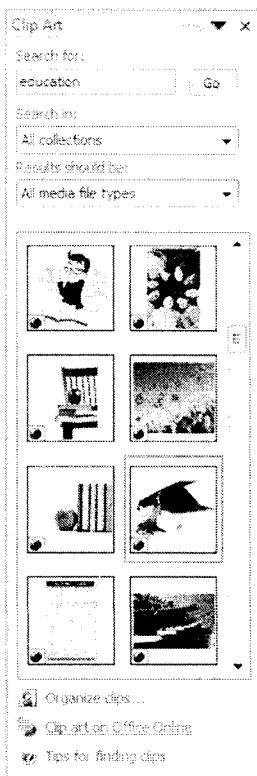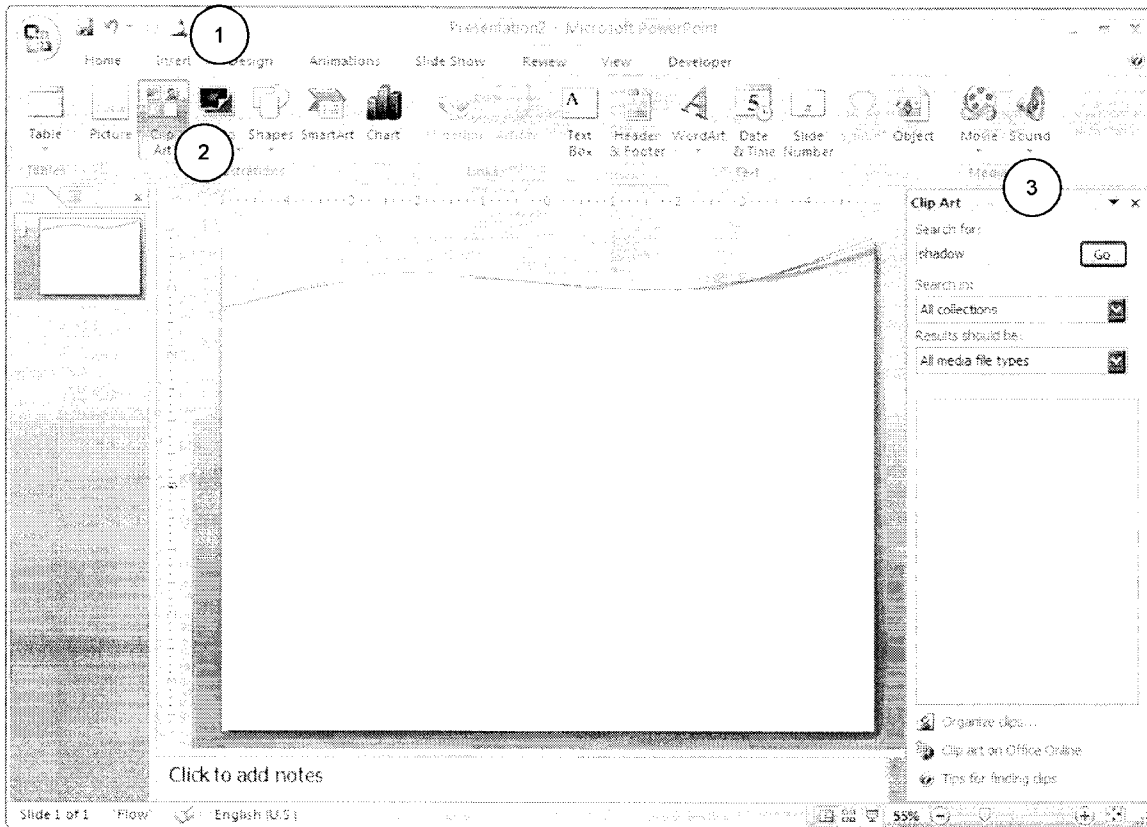
3. 然后 **Clip art**（剪贴画） 搜索窗口就会出现。

4. 在 **"Search for"** （"搜索"）栏中输入一个关键词，进行分类搜索，然后点击 **Go**（开始搜索） 。例如：**education**（教育）。

5. 与关键词相关的剪贴画将会出现。如果你想要查看更多的剪贴画，则使用图片集右侧的滚动条向下滚动，然后选择一个添加到幻灯片中。

6. 例如：如果你要使用左图显示的 **Diploma and Graduation cap** （毕业帽），就点击它。

7. 现在该图片应该已经在你的幻灯片中了。

5

第四部分：移动图片并改变图片大小。

单击你的图片。你会发现在图片的周围出现了几个白色的小圈。当你看到图片周围的这些小圈时，就说明你已经选定了这张图片，你可以改变它的大小或将其移至其它地方了。绿色的小圈是用来 **tilt**（旋转）图片的。

<div align="center">移动图片</div>

1. 移动图片上的指针。（你将会看到一个 ***4-arrowhead***（*四个箭头的*）指针）

2. **Click**（点击）该图片，持续 **hold it down and move your hand**（按住并移动鼠标） 直到将图片移动到正确的地方。

3.
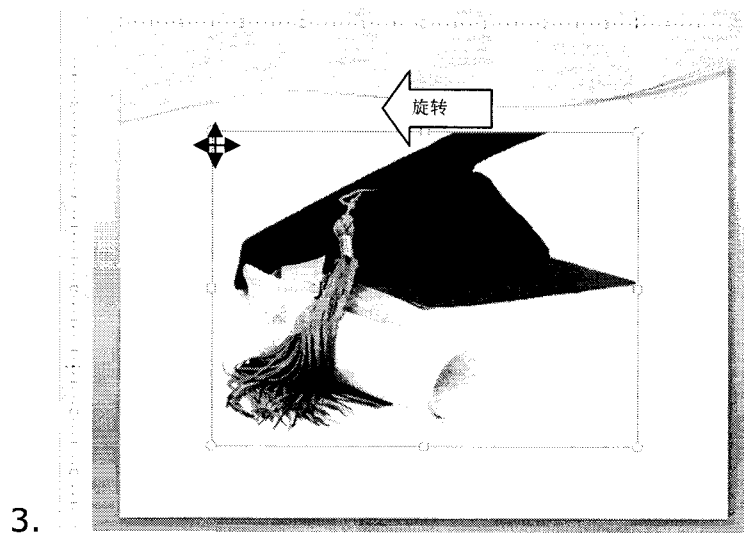
改变图片大小

1. 将鼠标箭头放在图片左上角的小圈上。你将看到一个 ***double-black arrow***（*双黑箭头*）。

2. **Click**（点击） 鼠标左键并 **hold it**（按住）。向右下方 **Move**（移动） 鼠标，然后松开左键。你的图片现在会变小。（记住你可以用任意一个小圈来拉伸或扭转图片。）
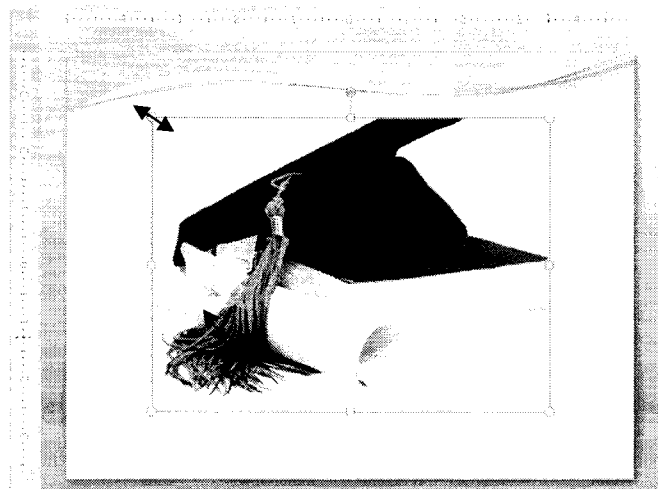
第五部分：插入艺术字

现在你可以使用 **Word Art**（艺术字） 来加入标题了。
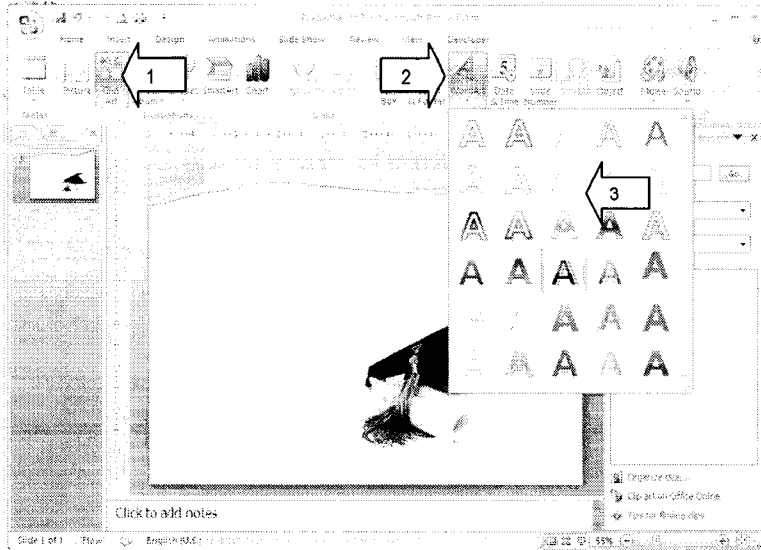
1. 点击 **Insert tab**（插入选项卡）。

2. 点击 Ribbon（功能区）内的 **Word Art**（艺术字）按键。

3. 一个 **style**（样式）菜单将会出现。选择并点击一个样式，之后你还可以改变颜色和样式 。

4. 一个 **Word Art**（艺术字） 标题将会在幻灯片中出现。

5. 将标题移至幻灯片顶部。为了移动标题，你需要在标题的边缘附近单击鼠标左键并按住。

在 **Format**(版式)选项中，你可以改变标题艺术字的颜色、轮廓颜色和样式
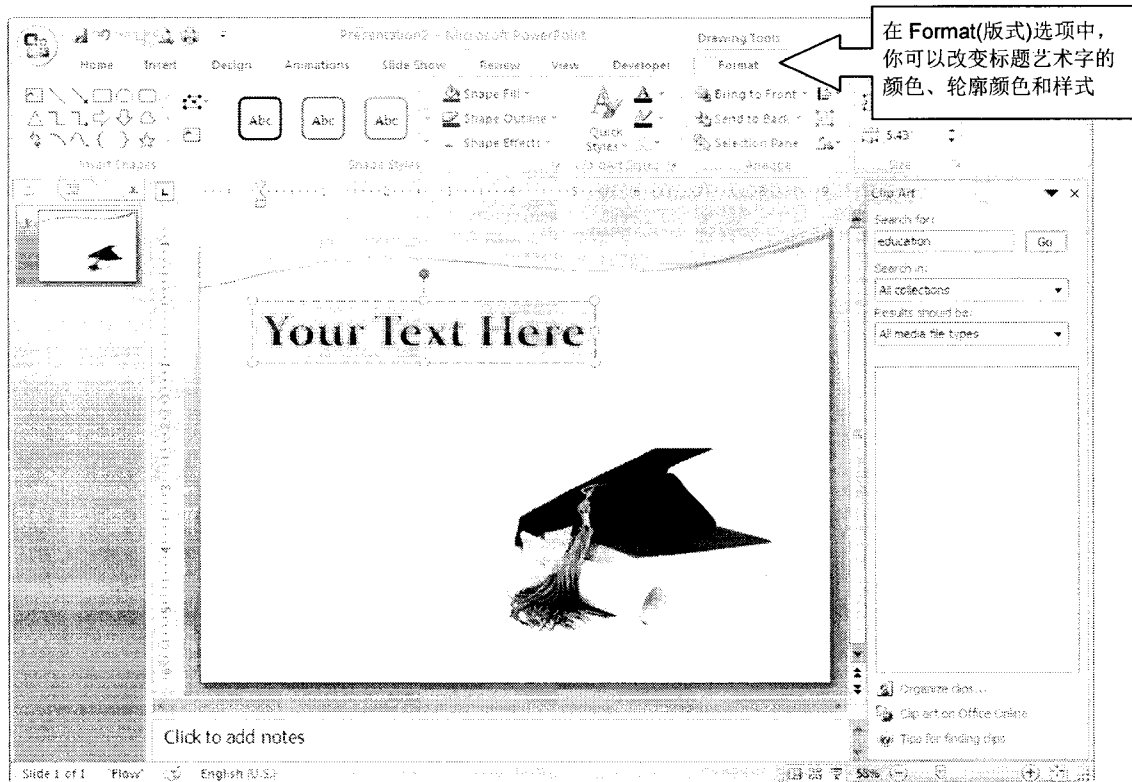
6. 如果标题是突出的，输入 **Education/Graduation Plan**（教育/毕业计划）。如果不是，则在标题框中点击鼠标左键三下，然后开始输入。
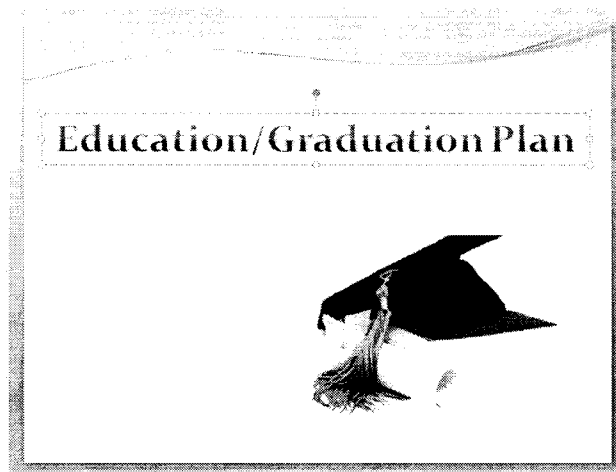
1. 点击 **Office** 键，然后 **Save**（保存）。
2. 在 File-Name（文件名）一栏输入： **Education/Graduation Plan**（教育/毕业计划） 及 你的全名。
3. 点击 **SAVE**（保存）键。

第六部分：插入文本（段落及语句）

1. 要输入段落和语句，点击 **Insert tab**（插入选项卡），然后 点击 **Text Box icon**（文本框图标）。
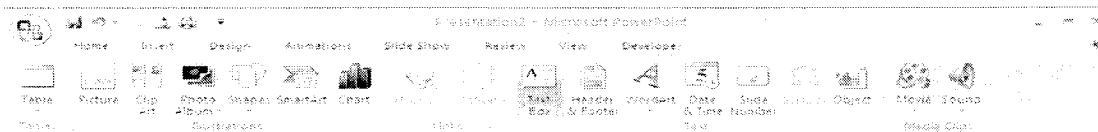
2. **Click and hold**（点击并按住）鼠标左键，创建一个方框以便你在 **inside**（其中）输入文本。
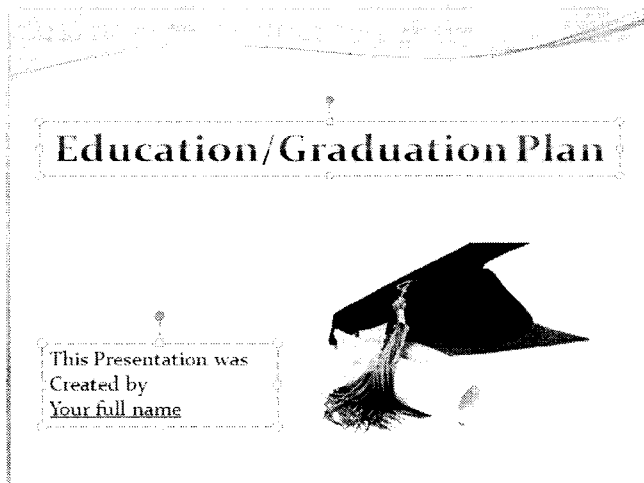
3. 开始打字：
This presentation was created by （本幻灯片由...制作）然后敲击 Enter (输入键) 2 次。

4. 继续输入： **Your Name**（你的全名）。
（调整文本框大小，保证不覆盖图片）

5. 此时，你的屏幕应该出现与左图一致的画面。点击 **Save**（保存） 。

8

第七部分：创建新的幻灯片

在最后的制作中，你将有 **7** 张幻灯片。

1. 要在已制作的报告中添加更多的幻灯片，点击 Home（主页）选项卡，然后点击 **New Slide**（新建幻灯片）图标。你还可以使用标准工具条中的 **New slide tool** （新建幻灯片工具）。
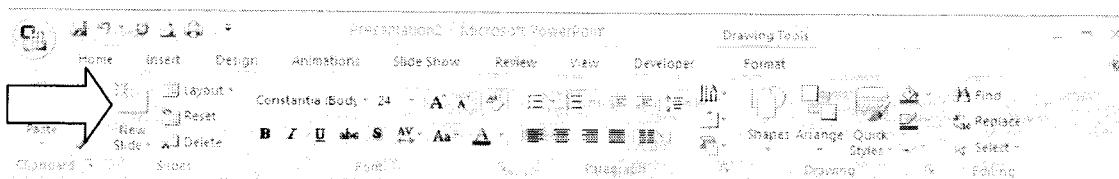
从网上复制图片

为了增加多样性，你可以通过以下方法，使用网上的图片：*如果你不知道如何登陆互联网，请提问。*

1. **From the Internet**（在网上）运用像 Google.com, Ask.com & Yahoo.com 这样的搜索引擎搜索你喜欢的图片。

   a) 在你想要复制的图片上 **Right click**（单击鼠标右键）。
   b) **Click**（点击） Copy（复制）。
   c) 点击 **Task Bar** （任务栏）中的 **PowerPoint tab**（PowerPoint 选项卡）回到 PowerPoint 的幻灯片中。
   d) 在幻灯片中 **Right click**（单击鼠标右键）。
   e) **Click**（点击）paste（粘贴）。

使用 Custom Animation （自定义动画）增加图片效果

首先选择你想要添加动画的对象。你可以选择图片、艺术字或文本框。

A. **Click** （点击）**Slide Show tab**（播放幻灯片选项卡）。
B. **Click**（点击） **Custom Animation**（自定义动画）。
C. 在屏幕右侧，你将会看到 **Custom animation panel**（自定义动画栏）。点击 Add effect（添加效果），在此你可以对选择的对象添加飞进、强调及飞出 效果。
D. 动画也可以被添加到幻灯片之间的过渡。

9

CaliforniaColleges.edu
The official source for college and career planning in California
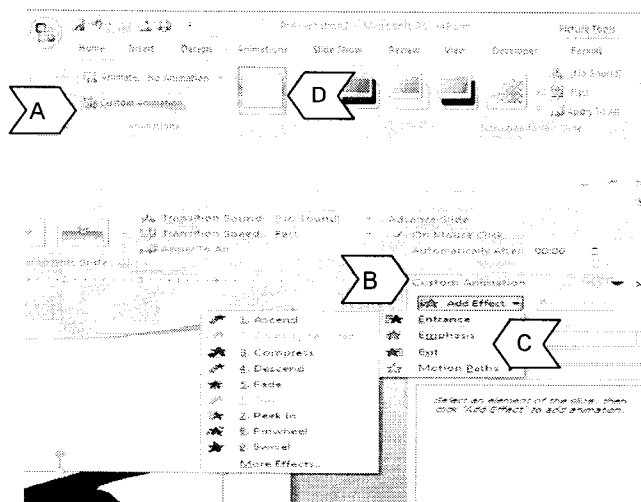
目标：让家长了解帮助孩子进入大学的具体信息。

1．打开浏览器，输入网址 www.californiacolleges.edu。

- 看到主页后，鼠标向下移至页面底端（如下图）。
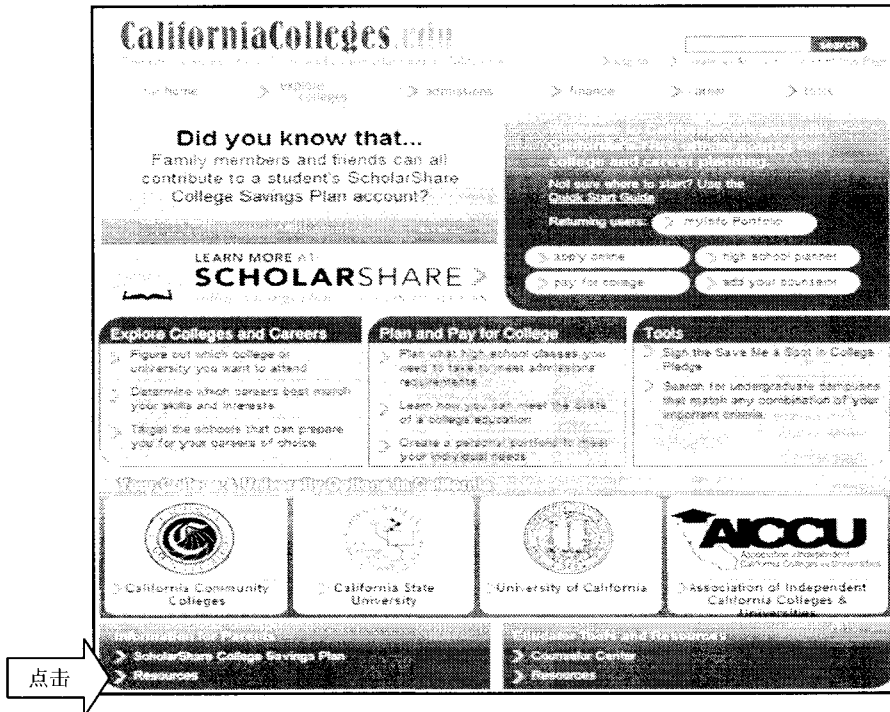
你会看到底端两个黄颜色的区域

- 左边区域是"**Information for Parents**"（家长阅读）。
- 点击该区域最下边的标题"**Resources**"（资源）。

这一部分一共有四个标题：（见下页图）

- Why is College Important?: Frequently Asked Questions 大学为何如此重要？常见问题
- High School Planning Charts 高中计划表
- Financial Aid 财政补助
- Frequently Asked Questions 常见问题

2. 点击"Why is College important? – Frequently Asked Questions" 大学为何如此重要？
常见问题

- 一个小窗口将弹出，点击左边的打开按键（如图）。
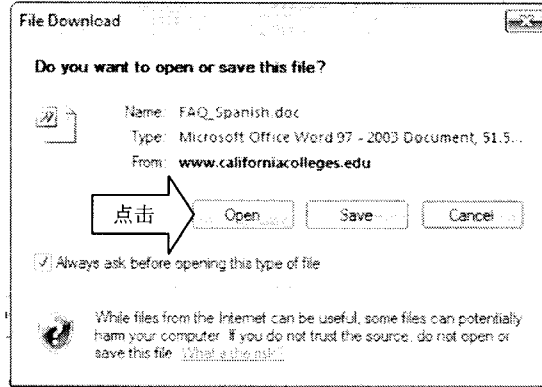
- 文件会以 Word 文档的形式打开。如果文件没有完全打开，则点击右上角的最大化按键，文件会展开到最大化模式。

- 阅读此文档会帮助你更好地了解为什么，对于孩子来说，上大学是如此重要，并可以帮助他们更好地为上大学做准备。

- 阅读后，选择下列两个问题并进行回答：

  1. 大学教育如何使学生赚更多的钱？
  2. 大学教育如何开拓学生的思路？
  3. 大学教育如何帮助社区建设？
  4. 你如何激励你的学生？
  5. 你如何挑战你的学生？
  6. 哪些是帮助学生为大学做准备的核心课程？

在下面的横线处回答以上问题。

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3. 完成阅读后，请点击右上角的☒按键关闭此文档。

- 向下滑动鼠标至**"High School Planning Charts"**（高中计划表）并点击**"English"**（英语）。
- 点击右上角的按键，最大化本页。
- 你将了解帮助孩子进入大学的具体步骤。本页按照加州不同大学进行分类，以便查阅。

在阅读的同时，请回答以下问题：

- 列出 CSU(加州州立大学), UC（加州大学）及其他私立学校的入学考试。

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- 列出五种不同的加州大学

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- 回答完以上问题，点击右上角的☒键关闭此文档。

✓ 根据你从这本手册上学到的信息，为学生的"教育/毕业计划"制作一张幻灯片。

KnowHow2GO

目标：让家长熟悉帮助孩子进入大学的步骤。

1. 打开浏览器，并输入网址 www.knowhow2go.org。
2. 将鼠标箭头放在"**MENTORS**"（指导）键上，右侧会出现选项栏。
3. 点击"**WHY COLLEGE?**"（为什么选择大学？）选项。

4 STEPS TO COLLEGE

MIDDLE SCHOOL	MENTORS WELCOME
FRESHMEN	WHY COLLEGE? ← 点击
SOPHOMORES	STEPS TO COLLEGE
JUNIORS	TALKING TO YOUR TEEN
SENIORS	COLLEGE MYTHS
MENTORS →	COSTS & FINANCIAL AID
MENTORES EN ESPAÑOL	CONCERNS ABOUT COLLEGE
PSAs	NEWSLETTER
	SUCCESS STORIES
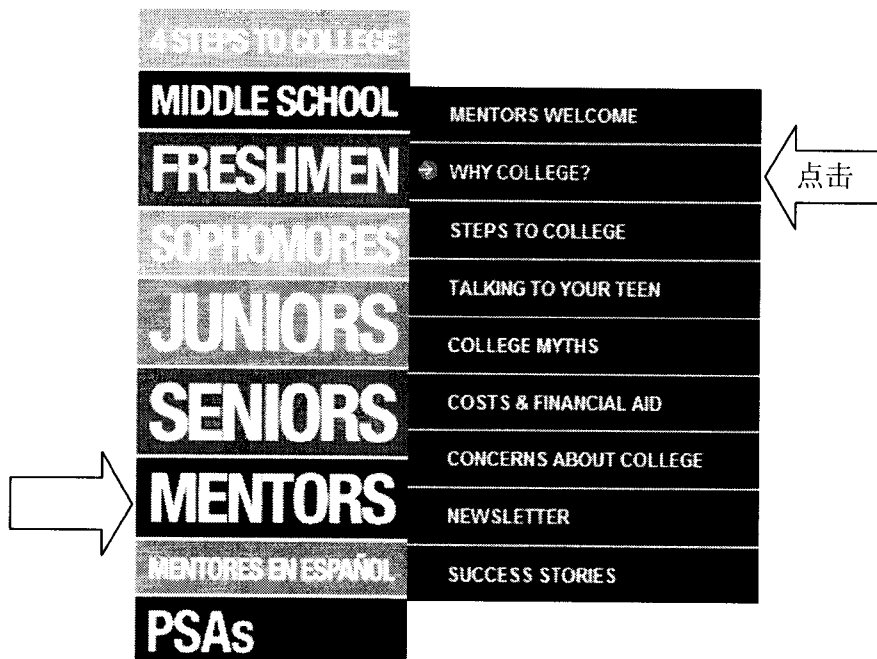
- 你将会看到一个新的窗口。阅读全部内容。列出你认为你的孩子应该上大学的两个最主要的原因。

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4. 阅读后，再次将鼠标箭头放在"**MENTORS**"（指导）键上，点击"**STEPS TO COLLEGE**"（通向大学之路）。

点击 ➤ **STEPS TO COLLEGE**

- 进行以下练习：

TIMELINE: GRADE 9　**TIMELINE: GRADE 10**　**TIMELINE: GRADE 11**　**TIMELINE: GRADE 12**
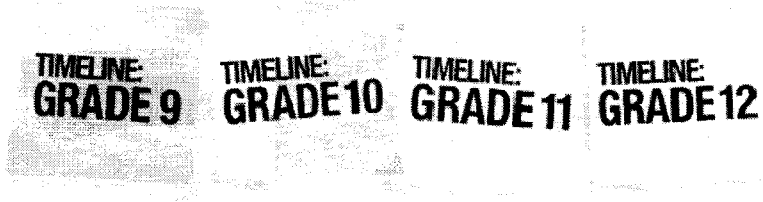
分别点击 9 年级、10 年级、11 年级和 12 年级的标签，并写出对于每个阶段的学生来说最重要的建议，以此为孩子进入大学打下基础。

9 年级＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

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10 年级＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

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11 年级＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

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12 年级_____

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MENTORS:
COSTS AND FINANCIAL AID

5. 阅读全部内容后，将鼠标箭头放在**"MENTORS"** 键上。

- 点击**"COSTS & FINANCIAL AID"**（费用及财政补助）选项。

点击 ➡ **COSTS & FINANCIAL AID**

- 阅读相关内容，并记录有关费用的信息。

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- 阅读完毕后，注意右边"**LEARN MORE**"（学习更多）目录下的两个链接。

MENTORS:
COSTS AND FINANCIAL AID

NEWSLETTER SIGN UP   PRINT PAGE

There is no escaping the fact that college costs are rising. According to recently released reports, most students and their families can expect to pay, on average, from $112 to $1,190 more than last year for this year's tuition and fees, depending on the type of college.

Still, there is good news. There is more financial aid available than ever before - more than $135 billion. And, despite all of these college cost increases, a college education remains an affordable choice for most families. Click here for more information on financial aid.

LEARN MORE:

COSTS AND FINANCIAL AID
CURRENT AVERAGE
COLLEGE COSTS
LOTS OF OPTIONS   点击

- 点击"**LOTS OF OPTIONS**"（更多选择）链接，你将会看到一个新的窗口。

- 这部分内容将使你对补助金、奖学金及贷款有一定的了解。可以点击自己感兴趣的链接以获得更多信息。*不要忘记将获得的信息记录下来。*

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6. 阅读此部分内容后，将鼠标移回"**LEARN MORE**"（学习更多），并点击"**CURRENT AVERAGE COLLEGE COSTS**"（现期大学平均费用）。

LEARN MORE:

COSTS AND FINANCIAL AID

点击   CURRENT AVERAGE

COLLEGE COSTS

LOTS OF OPTIONS

此部分内容是大学费用的简介。

- 标明以下费用：
  o 公立，2 年制大学（例如：河边社区大学）：_____
  o 公立，4 年制大学（例如：加州大学圣芭芭拉分校）：_____
  o 私立，4 年制大学（例如：斯坦福大学）：_____

7. 完成阅读后，请在以下两个部分作笔记，

- 将鼠标箭头移回**"MENTORS"**（指导）键上。点击**"CONCERNS ABOUT COLLEGE"**（关于大学的担忧）选项（如下图）。

4 STEPS TO COLLEGE	MENTORS WELCOME
MIDDLE SCHOOL	WHY COLLEGE?
FRESHMEN	STEPS TO COLLEGE
SOPHOMORES	TALKING TO YOUR TEEN
JUNIORS	COLLEGE MYTHS
SENIORS	COSTS & FINANCIAL AID
MENTORS	CONCERNS ABOUT COLLEGE ← 点击
MENTORES EN ESPAÑOL	NEWSLETTER
PSAs	SUCCESS STORIES
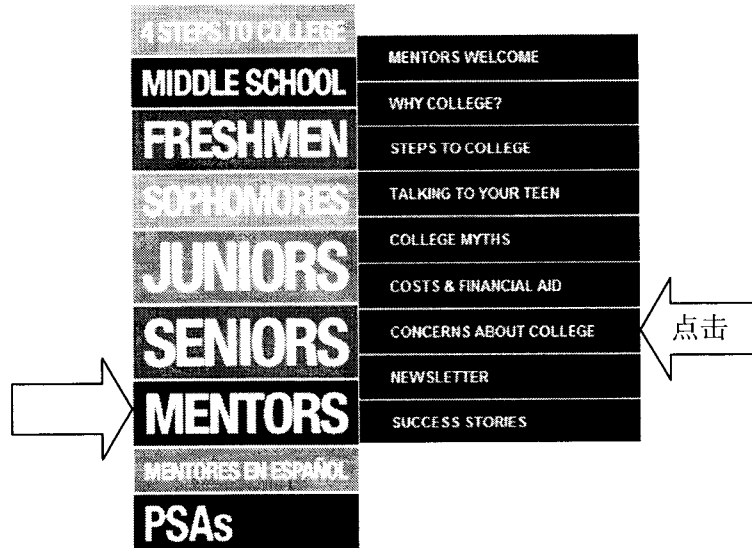
- 你会看到一个新的窗口。这部分讲述了大多数家长在考虑送孩子上大学问题上的六点担忧/建议。这是本练习中的最后一个部分，请仔细阅读，然后列出你最感兴趣的两个问题。

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附加题： 完成阅读后，如果你还有时间，则可以继续浏览该网站。

- 列出三项你感兴趣的问题。

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✓ 根据你从这本手册上学到的信息，为学生的"教育/毕业计划"制作一张幻灯片。

目标：指导家长如何保证家庭网络安全。

1. 打开浏览器，输入网址：www.thebeehive.com。
   - 点击 enter（输入）键。

   - 等待主页显示

2. 点击 **Internet Safety**（网络安全）键。

3. 点击"**Keep Your Kids and Family Safe**"（"保证家人和孩子安全"）选项（见指示箭头）。
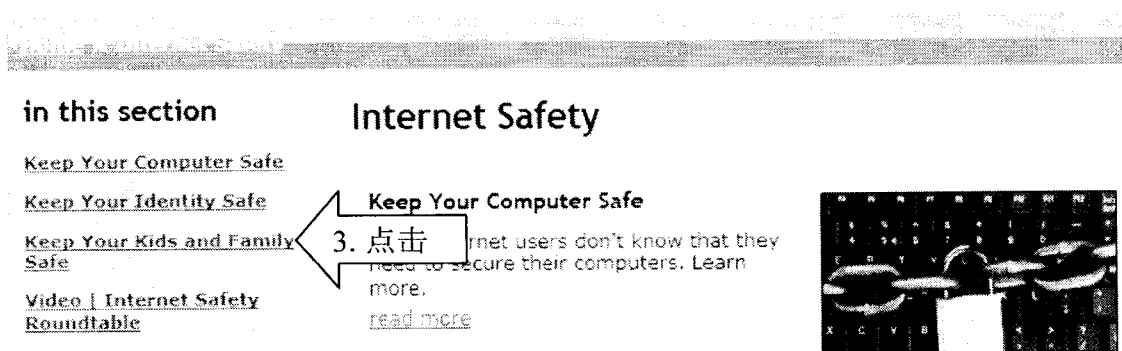
   - 你会看到一个新的窗口。阅读本页内容。
   - 最后你会看到内容下面有关于网络安全讨论的四个链接（见下页图）。

4. 点击第一个链接"**Pornography and Sexual Predators**"（"色情与性侵犯"）。

Keep Your Kids and Family Safe

The Internet is a great resource for kids. They can find homework help, meet and connect with friends through e-mail, ___ (IM) and social networking sites, and find positive ways to have fun.

But the Internet can also be full of risks for children, like exposure to inappropriate materials, bullying, sexual predators and even drug dealers.

Keep your kids safe from:

4. 点击

- Pornography and Sexual Predators
- Cyber Bullying, Stalking and Harassment
- Buying Drugs Online
- Other Inappropriate Materials

These will are the links you will use to answer the questions on the following section.

- 这个部分会指导你如何帮助家人远离网络色情。
- 阅读本页的内容，并回答以下问题：
  举出两个用**"show and tell"**（言传身教方法）来保护孩子的例子。

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5. 阅读完毕后，点击**"Keep your kids and family safe"**（"保证家人和孩子安全"）选项（见下图），回到上一页。

5. 点击
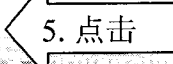
6. 点击后，继续点击**"Cyber Bullies, Stalking and Harassment"**（网络恐吓、跟踪及骚扰）链接。

Keep your kids safe from:

- Pornography and Sexual Predators
- Cyber Bullying, Stalking and Harassment
- Buying Drugs Online
- Other Inappropriate Materials

- 这部分内容会让你了解这些问题的存在以及如何防范。

6 点击
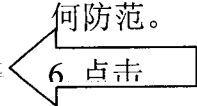
- 阅读这部分内容，然后回答以下问题：

  给出三个理由，为什么网络恐吓是危险的？

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7. 阅读完毕后，点击"**Keep your kids and family safe**"（"保证家人和孩子安全"）选项，回到上一页。

- 点击"**Online Drug Pushers**"（"网络毒贩"）并回答以下问题：
- 你如何防止孩子在网上购买毒品？

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  _____
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  _____
  _____
  _____
  _____

- 点击"**Other Inappropriate Materials**"（"其他危害"）。
  什么是家长控制？你如何使用家长控制？

  _____
  _____
  _____
  _____

这四个链接将帮助你了解你的家庭在使用网络的过程中可能会遇到的一些问题。你可以使用该网站来预防一些网络问题的发生，并且在发生后及时地解决。

✓ 根据你从这本手册上学到的信息，为学生的"教育/毕业计划"制作一张幻灯片。

at&t

1. 打开 **Internet Explorer** （网络浏览器），输入网址：**www.colapublib.org**

➢ 现在我们要浏览 **Live Homework Help**（家庭作业现场辅导）部分。

1. 点击网页右侧的 **LiveHomeworkHelp**（家庭作业现场辅导）图标；
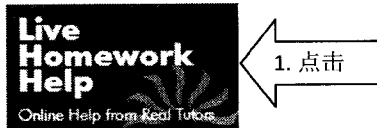
一个新的网页就会出现：

2. 点击"**Who can use Live Homework Help?**"（"谁能使用家庭作业现场辅导"） 部分中的 **Live Homework Help**（家庭作业现场辅导）。
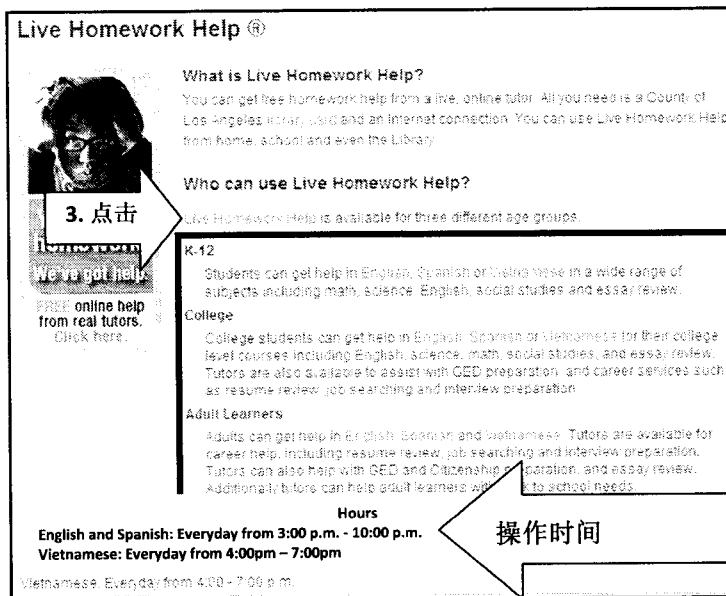
家庭作业现场辅导适用于从幼儿园到 **12** 年级、大学及成人学生。家庭作业现场辅导提供英语及越南语服务。

3. 一个新的叫做 **Tutor.com** 的网页会出现。输入你的图书馆卡号。（卡号在图书馆卡的条形码下方）

4. 输入卡号后，点击 submit （递交）键。

在此输入你的图书馆卡号。

4. 点击
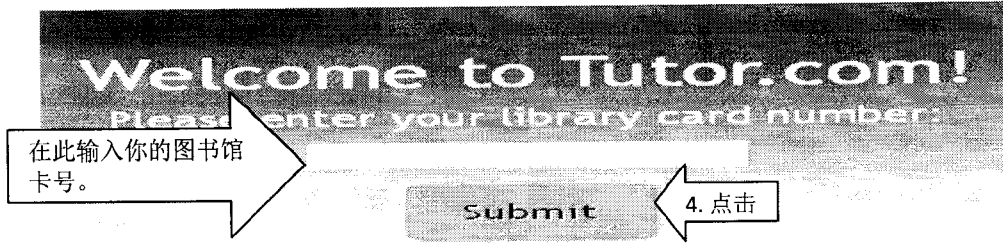
5. 现在你可以选择你喜欢的语言了。

6. **Tutor.com** 主页就会出现。

Welcome to Tutor.com! How can we help you?

Live one-to-one help: Every day from 3:00pm to 10:00pm PST

English

选择你喜欢的语言

Student Center

Get help with homework, studying for an exam or understanding today's lesson. Math, Science, Social Studies, and English. All levels including AP*.

Help is available now!

6. 点击

College Center

If you're taking college courses studying for exams, our tutors can help you.

Help is available now!

Adult Education Center

Pass the Citizenship test or study for the GED with help from an academic tutor.

Help is available now!

Career Center

Search for a job, write an effective resume, or prepare for an interview with a career tutor.

Help is available now!

7. 你将会看到学校课程选项。你可以选择子女需要辅导的科目。

Student Center

Select your subject to get help with homework, studying, test prep and projects.
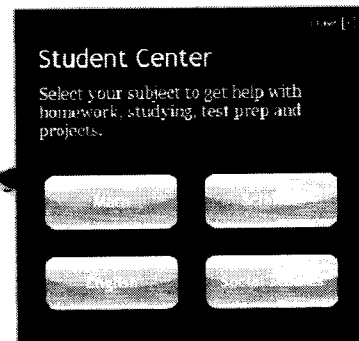
8. 点击该科目，你将会看到一个新的网页。你可以选择在你的个人电脑中安装银光软件或者选择"**using our original classroom**"使用原始教室（蓝色）。点击此链接。

9. 联系辅导员的网页就会打开。现在你需要输入相关信息以便获得帮助。你将会看到四个方框选项，询问作业的信息。点击向下的箭头，然后选项清单就会打开。

Download Microsoft® Silverlight

New Tools and new cool features!
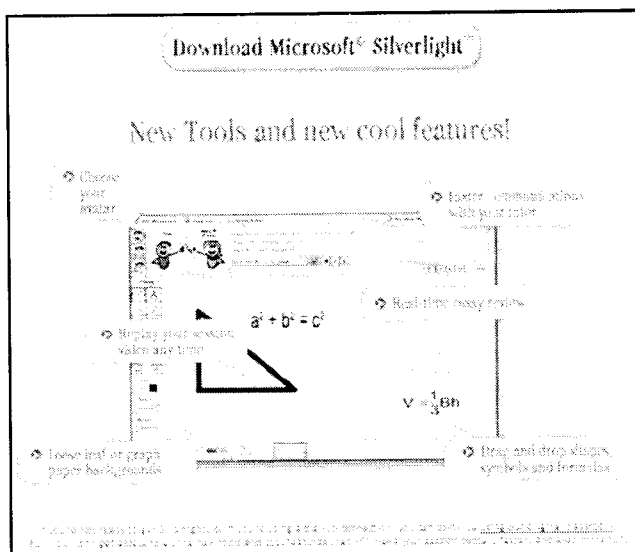
1. 第一个方框你需要选择年级，第二个方框你需要选择子女需要辅导的科目。

Student Center - Math

To connect, follow the steps below. Required fields are marked with an asterisk (*).

点击

Select your grade level: *

Kindergarten
1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th

Select the subject you want help in: *

Elementary
Middle Grades
Algebra
Algebra II
Geometry
Trigonometry
Calculus
Statistics

2. 在第二部分，你需要得到多大的帮助以及你需要辅导员帮助的内容。

点击

Select how much help you need: *

I have no clue where to start.
I started, but I'm stuck on this one part.
I'm done. Can you make sure it's right?

Select the type of help you need: (optional)

discuss this topic
do a similar problem
find a formula/equation
research information about this topic
with a problem I am stuck on
Other (please include details below)

3. 在第三部分，你要选择你希望如何向辅导员提问。
   A. 你需要输入邮编
   B. 你可以输入家庭作业的题目

3

C. 你可以将你的问题写在黑板上
D. 你可以上传文件以供辅导员查看
E. 最后，如果你想要与辅导员连线，你可以点击 Connect（连接）键
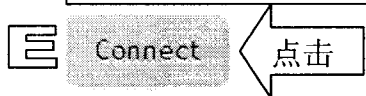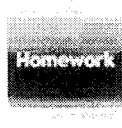
如果当时一对一辅导员都没空，你可以使用 **Skill Center Resource Library 24/7**（24/7 技能中心资源图书馆）。它可以在任何时间为你提供帮助。

facebook

什么是 Facebook?

Facebook 是一种社交网站，用户可张贴网络信息（包括照片、个人信息等），并与其他有着共同兴趣、爱好或经验的用户联络。Facebook 面对众多用户，由许多局部网络组成，这些局部网络可以围绕一个公司、地区、高中或大学组建。许多非盈利组织已经注册了并开始享受 Facebook 带来的便利。Facebook 非常容易操作，这也是其广受欢迎的原因之一。不管是添加好友，更改信息还是更新状态，都非常便捷迅速。

创建 Facebook 账户

首先，输入网址 Facebook.com，填写注册表，然后点击 sign up（提交）。

下一步，你会看到安全窗口。在空白处输入窗口中显示的字符，然后点击 sign up（提交）。

现在你已经拥有一个 Facebook 的账户了，你可以轻松地与你身边的朋友联络了。先使用搜索功能来找到你已经注册 Facebook 的朋友，请求添加其为好友。你可以添加任何你能搜索到的用户为好友。如果你的好友名单寥寥无几，不要担心，你所添加的两三个好友可能会有很多好友，通过添加共同好友，就可以帮你扩展你的朋友圈。你也可以点击窗口的右下角跳过进一步搜索。

在这里，你可以填写你的个人信息（教育背景和工作背景）。这些信息可以帮助你找到好友。

现在你可以张贴你的头像了。你可以从电脑中已有的照片中选出一张，也可以用摄像头拍摄一张。选择完毕后，点击"save & continue"（"保存并继续"）键。

Sandra, go to sandragarcia@hotmail.net to complete the sign - up process   Go to your email

你还需要登陆你的邮箱，点击 Facebook 发给你的确认链接以完成注册。

Facebook 为每一个用户提供一个信息板，叫做"张贴墙"，它是该用户的个人主页。"张贴墙"还显示用户的头像、好友、个人信息以及张贴信息。用户可以在其上张贴各种信息，也可以在好友的"张贴墙"上张贴信息。要注意，你所张贴的信息将会被你的所有好友看见。

你的个人主页

每当你用你的电子邮箱地址和密码登录 Facebook 后，你就可以看到你的个人主页。

在你个人主页的左侧，你会看到一个导航栏。通过点击上面的选项，你可以快速地跳转到该页。
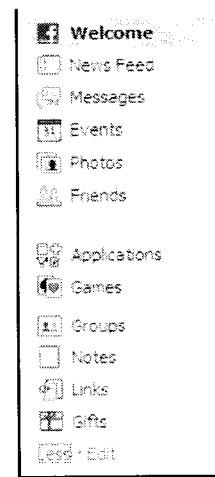
最新动态

最新动态会为你提供你在 Facebook 上的社交圈内好友的实时信息。让你在一天当中时刻掌握好友的动态，例如，当你的好友添加新的好友时，你会第一时间收到通知。每当你登录 Facebook 后，你都会看到好友及社交圈的活动。

如果你想要更新你的动态，用鼠标在标有"What's on your mind?"（"你在想什么？"）的方框内点击一下，（1）你就可以开始输入你的动态了（2）你可以附加图片、视频及链接等（3）你还可以在隐私的选项中选择哪些人有权查看这条动态。
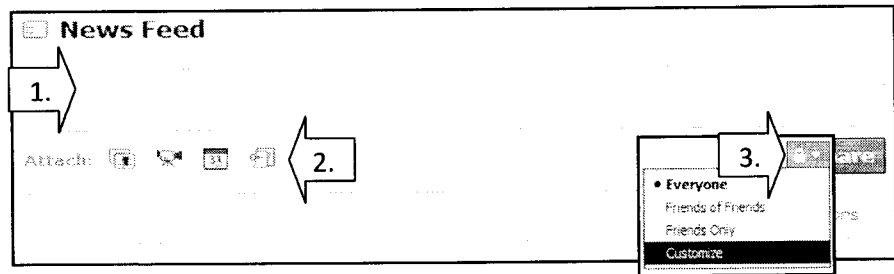
发送和接受信息

登陆到欢迎页面后，你就可以开始收发信息了。你可以点击 new message 键来回复或发送信息。你还可以附加图片、视频或链接。

+ New Message

创建活动

📅 Events
Friends' Events
Birthdays
Past Events
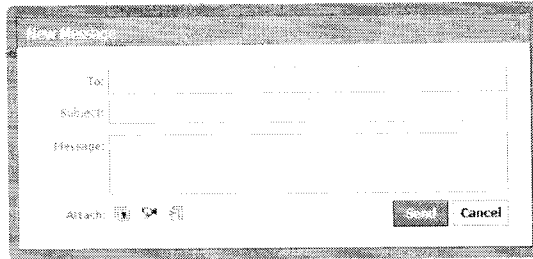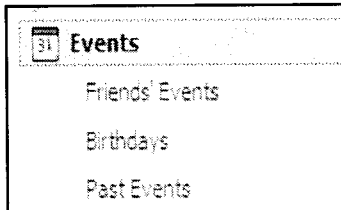
Facebook 是创建家庭、朋友和公司活动的好地方。只要创建一个活动、添加图片并邀请好友加入即可。对于一个群体，你可以公布具体信息以便他人答复邀请。你还可以选择此活动只针对社交圈内还是针对所有人。点击页面左侧导航栏中的 create an event（创建活动）键即可。最后点击右上角的 create（创建）键即可完成。

+ Create an Event

创建活动窗口出现后，你就可以添加活动的具体内容了。你要填写时间、地点、内容、其他信息及受邀人，你也可以上传活动照片。完成后，点击 create event（创建活动）键即可。

Create an Event

When?   Today   9:30 pm   Add end time
What are you planning?
Where?
                 Add street address
More info?
Who's invited?   **Select Guests**
                 ☑ Anyone can view and RSVP (public event)
                 ☑ Show the guest list on the event page
                 Create Event

分享及上传图片

📷 Photos
Video
Recent Albums
Mobile Uploads
My Uploads
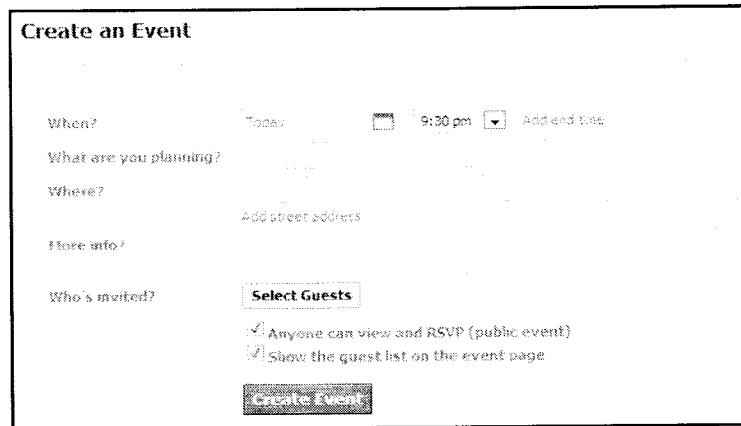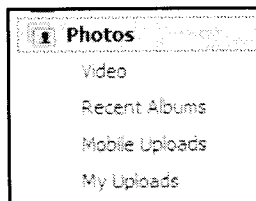
分享及上传图片和视频是 Facebook 最受欢迎的功能之一。Facebook 允许用户无限量上传，每个图片集不得超过 60 张图片。

+ Upload Photos   **+ Upload Video**

操作非常简单。先创建一本图片集，并设定可见人群（例如：仅对好友可见）然后上传图片。图片集会将这些图片归入你个人文档，其他用户可以查看并评论。你还可以在图片上圈出某人并通过网络链接或电子邮箱分享图片。

创建群

像其他的社交网站一样，你可以创建并加入群。为什么要创建群呢？创建群可以使你分享任何你想分享的事。你可以为某一活动或组织创建一个群，以便发布信息、讨论或分享图片。Facebook 上的群有两种，一种是对外的，另一种是不对外的。所以在创建群的时候要注意所建群的种类。
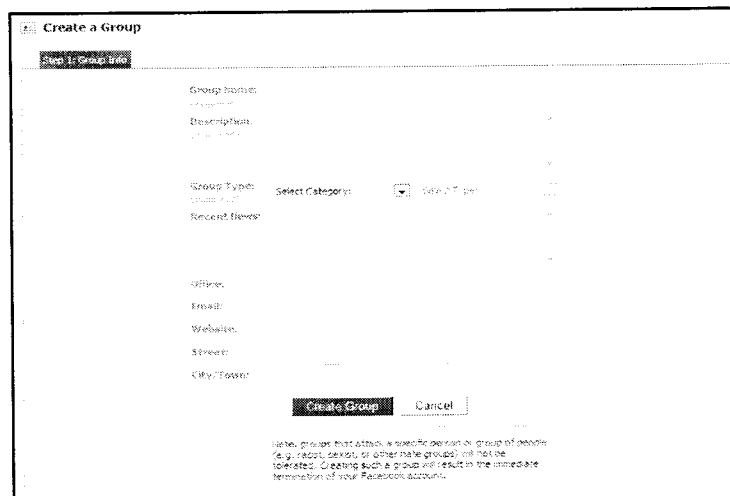
控制你分享的信息-维护基本隐私
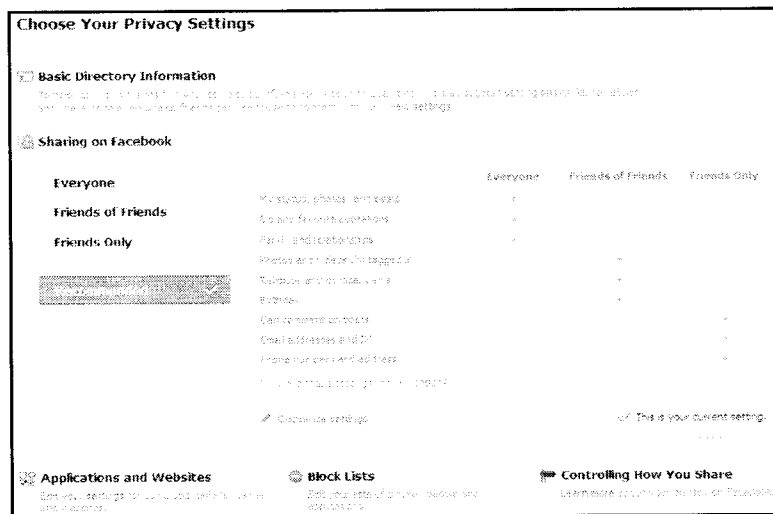
在 Facebook 中，发布哪些信息以及对哪些人可见都由你决定。通过阻隔一部分人查看信息或创建有限制的信息，你的隐私得到了一定的保护。在这里，你可以看到你的隐私设置。

好友

本页显示你在 Facebook 上的所有好友、家人及熟人。在这里，你可以找到你以前的高中同学、大学同学、联谊会或同事，并将其加为好友。

如何添加好友

你可以运用 Facebook 的搜索功能。你可以输入姓名、城市、州、学校或单位来搜索好友。找到好友后，你可以点击右侧的"Add as Friend"（"加为好友"）键。添加好友的请求会发送到被添加人的主页，被添加人确认同意后，你就可以在你的好友名单上找到此人。
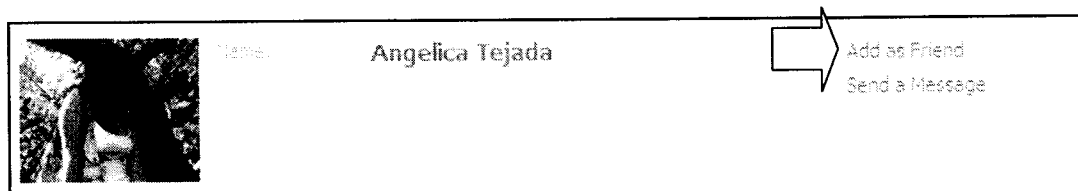
收到添加好友请求后，将其加入好友名单：
1. 点击 friend request（好友请求）。
2. 在一个下拉菜单中选择一个你已经创建的好友名单。如果你想为这位好友创建一个新的好友名单，则在"Create List"（"创建名单"）栏内输入名称。
3. 点击"Confirm"（"确认"）。

应用及游戏

Facebook 上的应用包括游戏及活动、图片等功能来提高用户使用质量。其中一些是由 Facebook 的开发者所开发，但大多数的应用是由第三方开发的。

Facebook 上的应用可以让你和你的朋友一起玩游戏、记录朋友的生日、分享电影观后感、赠送礼物等等。你可以用信用卡、PayPal 或移动电话购买 Facebook 币，来购买 Facebook 上的应用和游戏。

姓名：_____

日期：_____

目标： 此网站将指导您如何操作，来帮助您的孩子成为一个独立的学习者。这些操作可以增加孩子的词汇量并提高阅读能力。总体来说，通过使用此网站，您将帮助孩子在学业上取得领先地位。

操作 1

1. 打开浏览器并输入网址 www.aplaceofourown.org。
2. 在主页中点击 **"Topics"**（主题）。

3. 然后点击 **"Early Learning Areas"**（早期学习）。
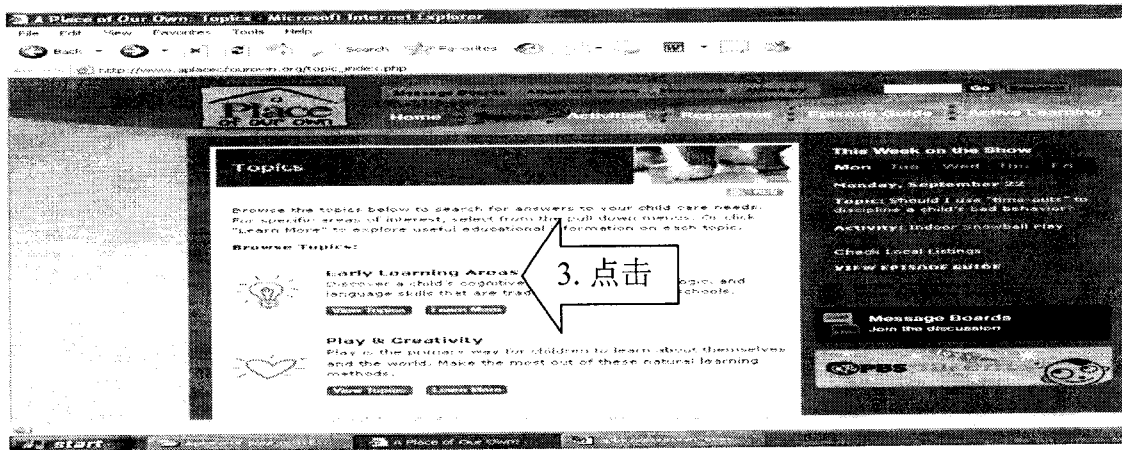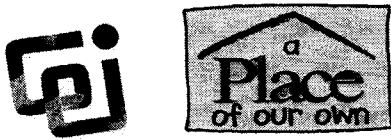
4. 点击后，会出现一个新的菜单，向下滑动鼠标，你将会看到"**Learning About the World**"（认识世界），然后点击 **"Your Child as an Investigator"**（你的孩子是研究者）。
   - 点击后，你会看到：

Dear Elizabeth,

My 2-year-old really loves to test things and find out how they work. I call her my little investigator! Are there things I can be doing to encourage her curiosity?

– Sarah Condron

亲爱的伊利莎白：

我两岁的女儿对各种事物的原理都非常好奇，我叫她小小科学家！请问我可以做什么来鼓励她的这种好奇心呢？

-撒拉 康德伦
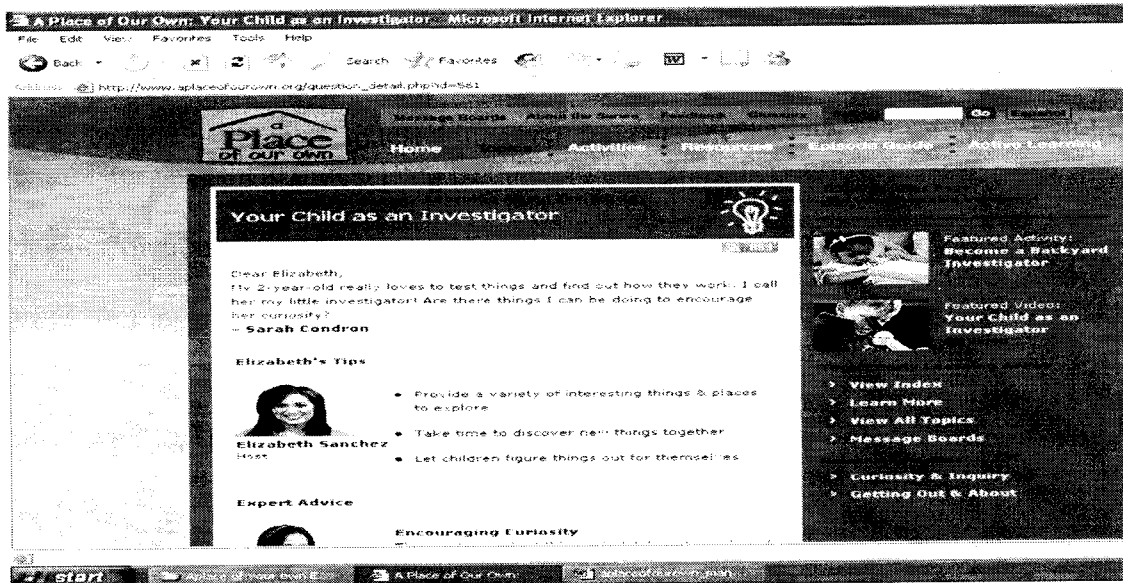
- 阅读此问题后，你会看到本页上提供的该问题的答案。
- 根据网页上提供的信息，在下面写出你对以上问题的答案。

_____

_____

_____

2

_____
_____
_____
_____
_____

- 继续查阅本页，然后写出你将如何培养孩子对世界的好奇心并帮助他们成为独立的学习者。

_____
_____
_____
_____
_____
_____

操作 2

目标：家长将学习如何使用本网站，来帮助孩子增加词汇量并进行早期阅读。

1. 点击网页上端**"HOME"**（主页），回到主页，并开始操作 2。
2. 点击**"Topics"**（主题）。
3. 点击**"Early Learning Areas"**（早期学习）。
4. 点击**"Literacy Activities"**（读写练习）。
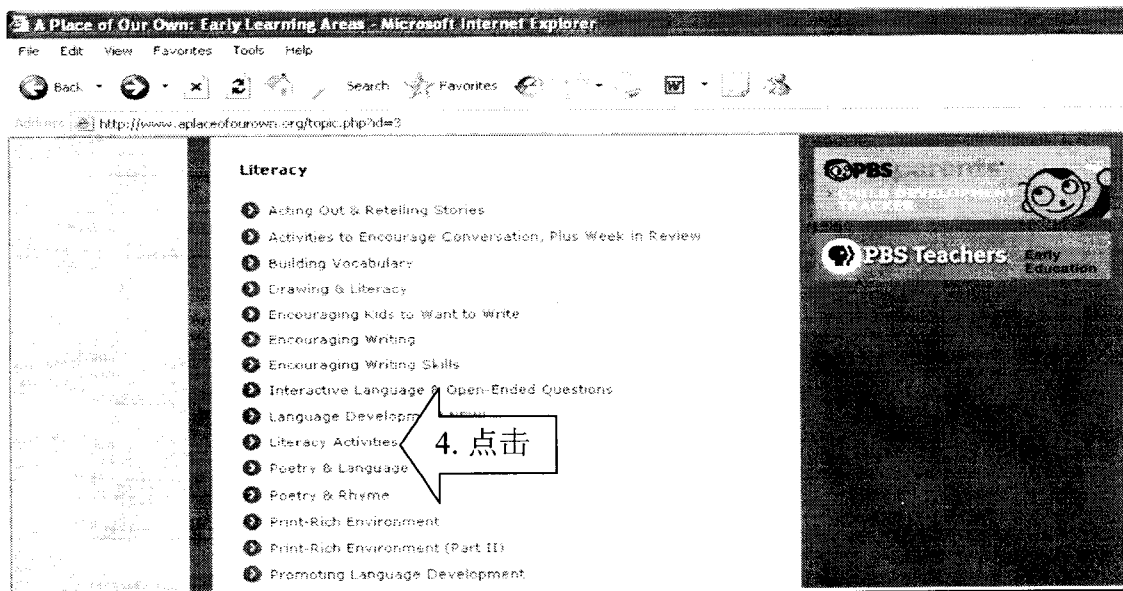
读写-熟练读与写的能力

- 你可以与你的孩子进行哪些练习来帮助他们提高读写能力？

_____
_____
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操作 3

目标：家长将从本页中获得资源来帮助孩子达到与其年龄相应的语言及阅读能力。

a Place of our own

Becoming A Storyteller

We are all storytellers. We tell stories on the phone, when we talk about our children and families, when we describe the play of an outstanding athlete, when we tell our family about what happened at work, etc. Stories are a natural part of the day. Children learn more than you might think from those stories. Sharing stories with children helps them develop language and literacy skills, and can give them a chance to spend special time with you.

Here are some storytelling ideas that you might try:

1. **Tell stories about what your life was like when you were your child's age.** What toys did you play with? Where did you live and what did it look like? What were your friends like? What kind of music did you listen to? What kind of clothes did you wear? If you are a grandparent, tell a story about your grandchild's parent when they were the child's age.

2. **Review the events of the day.** Share stories about who you saw, what you did, where you went, how you felt, etc. Children are always interested in what their parents do, even if it doesn't seem special to you.

3. **Create a family scrapbook.** Tell stories about each person or memento in the scrapbook.

4. **Re-tell a story you already know,** like a fairy tale or a classic children's story.

5. **Find an interesting picture.** Make up a story about how the picture came to be or what happened to the people (or animals or place) in the picture.

6. **Read picture books** (books without words) with your child.

7. **Make up stories** featuring your child and/or your child's favorite stuffed animals or friends.

Find ways to let children participate in the storytelling:

- Ask your child to review their day.
- Involve children in a story by having them act out parts, add sound effects, use props, finish your sentences, predict what will happen next, etc.
- Tell the first half of a story and let your child make up the ending or vice versa.
- After viewing a TV program or movie, make up a story together about what happens to the characters the next day.

Sometimes storytelling can be spontaneous and sometimes it works well to schedule special storytelling time (e.g. in the car on the way to school, at the dinner table, at bedtime, while waiting for appointments, etc.).

When might storytelling fit into your routine? _____

- 阅读本页后，请写出你认为哪些意见对你有所启发或者你将如何来帮助你的孩子。

_____
_____
_____
_____
_____
_____

- 你认为本页中的哪些练习可以帮助你的孩子认识更多的单词？

_____
_____
_____
_____
_____

- 阅读本页信息后回答，孩子可以熟练阅读与书写的好处是什么？

_____
_____
_____
_____
_____

- 完成以上操作后，请打印本页。将打印页带回家然后与孩子一同练习。在下面写出你的感受并且在下节课上与大家分享。

_____
_____
_____
_____
_____
_____

✓ 根据你从这本手册上学到的信息，为学生的"教育/毕业计划"制作一张幻灯片。

at&t

5

EXHIBIT "3"

(Emails Regarding Training and attachment "Job Description for Computer Trainers_APCF.docx)

Gmail

Debra Fong <dfong@apcf.org>

Re: Trainer breakdown

aortega@communityunion.org <aortega@communityunion.org>   Wed, Feb 27, 2013 at 3:17 PM
To: Debra Fong <dfong@apcf.org>
Cc: lortega@communityunion.org

Hello Debra,

Please find the job description along with a basic hours breakdown in the attached document for NIU Trainers.

Thank you!

Alicia M. Ortega

Director of Fund Development
Community Union, Inc.
(323) 526-7331 office
(909) 524-2969 cell
3626 East 1st Street
Los Angeles, CA 90063

www.onemillionNIU.org

Click2Empower (click here)

-----Original Message-----
From: Debra Fong [mailto:dfong@apcf.org]
Sent: Tuesday, February 26, 2013 05:12 PM
To: aortega@communityunion.org
Subject: RE: : Update on MOU completion

Hi Alicia, I believe it was the info the trainers get from the Train the Trainer sessions. I need to be able to tell my agency what is expected out of the ?trainer.? thx

Debra A. Fong
Executive Director
Asian Pacific Community Fund
1145 Wilshire Blvd, Suite 105
Los Angeles, CA 90017
tel: 213-624-6400 ext. 2
fax: 213-624-6406
dfong@apcf.org
www.apcf.org
Twitter | Facebook | LinkedIn

Asian Pacific Community Fund - Verizon Scholarship Awards Program
$10,000 in Scholarship Awards Available to High School Seniors

From: aortega@communityunion.org [mailto:aortega@communityunion.org]
Sent: Tuesday, February 26, 2013 5:11 PM
To: dfong@apcf.org
Cc: lortega@communityunion.org
Subject: Re: : Update on MOU completion

Hello Debra,

On our call last Friday I know we talked about getting something to you early this week...I can't find that note, so sorry! Can you please remind me what I owe you and I'll be glad to send it over. Thank you!

Alicia M. Ortega

Director of Fund Development
Community Union, Inc.
(323) 526-7331 office
(909) 524-2969 cell
3626 East 1st Street
Los Angeles, CA 90063

www.onemillionNIU.org

Click2Empower (click here)

-----Original Message-----
From: aortega@communityunion.org [mailto:aortega@communityunion.org]
Sent: Tuesday, February 19, 2013 10:26 AM
To: dfong@apcf.org
Cc: khidalgo@onemillionNIU.org, lortega@communityunion.org
Subject: Re: : Update on MOU completion

Hello Debra,

I just want to clarify, did you mean February or March in your proposed dates? Thank you.

Alicia M. Ortega

Director of Fund Development
Community Union, Inc.
(323) 526-7331 office
(909) 524-2969 cell
3626 East 1st Street
Los Angeles, CA 90063

www.onemillionNIU.org

Click2Empower (click here)

-----Original Message-----
From: Debra Fong [mailto:dfong@apcf.org]
Sent: Thursday, February 14, 2013 03:25 PM
To: aortega@communityunion.org
Cc: lortega@communityunion.org
Subject: RE: Update on MOU completion

Alicia and Larry,

Thanks for sending over the info. I have looked at the info and I think we need to schedule a time to go through some of the docs to make sure I am understanding the info correctly. A call with either one of you would be fine.

Can we schedule a short call (15-30 mins) Thurs 3/21 or Fri 3/22 in the afternoon? Please let me know. Thanks!

Debra A. Fong
Executive Director
Asian Pacific Community Fund
1145 Wilshire Blvd, Suite 105
Los Angeles, CA 90017
tel: 213-624-6400 ext. 2
fax: 213-624-6406
dfong@apcf.org
www.apcf.org
Twitter | Facebook | LinkedIn

Asian Pacific Community Fund - Verizon Scholarship Awards Program
$10,000 in Scholarship Awards Available to High School Seniors

From: aortega@communityunion.org [mailto:aortega@communityunion.org]
Sent: Thursday, February 07, 2013 5:04 PM
To: dfong@apcf.org
Cc: lortega@communityunion.org
Subject: Re: Update on MOU completion

Hello Debra,

Please find an updated MOU and outcome spreadsheet (attachment E) attached. I hope we can now pick-up the conversation. Thank you again for your patience.

Alicia M. Ortega
Director of Fund Development
Community Union, Inc.
(323) 526-7331 office

(909) 524-2969 cell
3626 East 1st Street
Los Angeles, CA 90063

www.onemillionNIU.org

Click2Empower (click here)

-----Original Message-----
From: Hyepin Im [mailto:hyepin@gmail.com]
Sent: Monday, February 4, 2013 03:46 AM
To: lortega@communityunion.org
Cc: dfong@apcf.org, aortega@communityunion.org, 'Joanne Chu'
Subject: Re: Update on MOU completion

Thanks Larry....and great to hear about your mom!

On Fri, Jan 25, 2013 at 4:09 PM, <lortega@communityunion.org> wrote:

 Hello Team,
Just wanted to let you know that Alicia and I will have the final details of the MOU Draft
(between our organizations) worked-out by end of day Monday.

We are slowly returning to a normal schedule back at work. Mom is better and will be
coming home in the coming week. Yeah!! The power of prayer so rich in spirtual nutrients.

Larry A. Ortega
President/CEO
Community Union, Inc.
Member: One Million NIU Coalition

www.onemillionNIU.org
C(951) 314-0331
YouTube: **CUIncNews**
Facebook Larry Ortega

--
Hyepin C. Im, MBA, MDIV, CPA
President
KCCD
213-216-3676
hyepin@gmail.com

U.S. Presidential Appointee, Board Member of Corporation for National and Community Service

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2897 / Virus Database: 2639/6085 - Release Date: 02/06/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.2899 / Virus Database: 2641/6133 - Release Date: 02/25/13

Job Description for Computer Trainers_APCF.docx
17K

Computer Trainers

Job Description: Train low-income parents in a 40 hour Parent Engagement through Technology curriculum under the California's One Million NIU (New Internet Users) Initiative www.onemillionNIU.org. Help parents obtain excellent vision building, public speaking and computer skills. Work with our tested tailored internet manuals that will empower parents to be more involved in their child's education and help prepare them for college. Help parents build their vision statements and Education/Graduation Plan that will allow parents to advocate for their children's education. Other duties will be to keep track of student's information and documentation. Report on a daily basis via e-mail class activities and daily attendance. Actively participate in the recruitment of students. Prepare students for graduation at the end of the session.

Attend a 40 hour Train the Trainer training
The training will be on: Conducting the California's One Million NIU (New Internet Users) classes, keep quality assurance and program fidelity while delivering NIU curriculum, how to track all NIU student progress and attendance, sign-off on NIU student tasklists, deliver entry and exit matrix's to every NIU student, report to NIU Liaison on student progress and attendance weekly, recruit parents for NIU classes surrounding their specific site, organize graduation ceremonies.

Requirements:

- *Bilingual (English and Korean, Spanish or Chinese)*
- *Excellent Knowledge of MS Windows, Word, Excel, PowerPoint and Internet.*
- *Excellent verbal and written communication*
- *Excellent team player*
- *Good technical skills.*
- *Good organization skills*
- *Have transportation.*

Work Schedule: Varies depending on location

Rate: $10/hr

Locations: APCF agencies

Hours breakdown:
1. 40 hour Train the Trainer program
2. 4 hours weekly for class time
3. 2 hours weekly reporting to Community Union
4. 2 hours Trainer meeting every Friday
5. 10 hours graduation ceremony last week of course

EXHIBIT "4"

(Email regarding Training Sessions)

GMail
by Google

Debra Fong <dfong@apcf.org>

Re: NIU Train the Trainer
3 messages

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Thu, May 2, 2013 at 8:31 AM
To: aortega@communityunion.org, Debra Fong <dfong@apcf.org>

Also, the best time for our facilities and the future trainers will be 8:30am - 12:30 pm for the two weeks beginning May 13.
Please confirm the times and dates.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

On Wed, May 1, 2013 at 5:46 PM, Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org> wrote:
> Alicia,
> Will the trainers need access to computers the entire time of the training?
> Thanks,
> Nicholette Espinosa
> Director of Educational Enrichment Services-Asian Youth Center
> 232 West Clary Avenue,San Gabriel, CA 91776
> Ph. (626) 309-0425 x106 Fax (626)309-0362

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Sat, May 4, 2013 at 2:35 AM
To: Debra Fong <dfong@apcf.org>, aortega@communityunion.org

Hi Alicia,
If you could let me know what the current plan is for the training. I need to know if 8:30-12:30 M-F for the weeks of May
13 &May 20 are the confirmed times and dates. I also need to know if the trainers will need access to computers for the
entire time of the training. We are remodeling the building that will host the class and the training during the week of May
20th. I would need to know the logistics of the training for that week, so that I can prepare the proper facilities temporarily
in our other building.
I also need the rest of the curriculum (the portion that was sent to me in Spanish and was to be returned to me in
English), so that I can have it translated into Mandarin.
Please respond at your earliest convenience.
Thanks,

[Quoted text hidden]

---

aortega@communityunion.org <aortega@communityunion.org>   Mon, May 6, 2013 at 11:37 AM
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>, Debra Fong <dfong@apcf.org>
Cc: nrivas@communityunion.org

Hello Nicholette,

Thank you for following up. The times and dates work. We will need the lab for both weeks. I am following
up with our staff today on the last manual.

Alicia M. Ortega

Director of Fund Development
Community Union, Inc.
(323) 526-7331 office
(909) 524-2969 cell
3626 East 1st Street
Los Angeles, CA 90063

www.onemillionNIU.org

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[Quoted text hidden]

EXHIBIT "5"

(Media Alert and News Articles)

From California

One Million NIU
(New Internet Users)
onemillionNIU.org

Parent Engagement through Technology

To Florida

****MEDIA ALERT 媒體邀請函****
You Are Cordially Invited to Attend:
One Million NIU (New Internet Users) Press Conference
加州的"一百萬個新的網際網路用戶聯盟" (NIU)記者會

Date:	Friday, May 31 週五，五月三十一日
Time:	10:30 am 上午十點半
Location:	Asian Youth Center 亞太青少年中心
	100 West Clary Avenue,
	San Gabriel, CA 91776
What:	Free Internet Access and Training Classes
	免費網際網路社區課程，以中文授課。

The Asian Pacific Community Fund (APCF) and Asian Youth Center (AYC) have collaborated to provide computer training and access in the heart of San Gabriel. Under the One Million New Internet Users (NIU) Initiative APCF, AYC and Community Union, Inc. (CU) collaborate to provide Parent Engagement through Technology training in Mandarin for low-income parents and/or grandparents living in and around San Gabriel. The collaboration between the three emulates the vision and intent of the grants used to provide this service to the Asian community. Many Elected officials in the San Gabriel Valley area will be speaking and attending the press conference to support the mission of this needed computer and internet access training opportunity.

亞太社區基金會（APCF）和亞太青少年中心（AYC）合作在聖蓋博谷區提供電腦網路的社區課程。在一百萬個新的網路用戶(NIU)的指導下，由三個組織的合作（亞太社區基金會APCF, 亞太青少年中心AYC,和社區聯盟CU),提供這些在聖蓋博谷區說普通話且低收入的父母和/或祖父母「免費的電腦和網路的訓練」,促使他們能積極參與其學子的生活與學習。三個非營利組織之間的合作是希望能將整合的資源與經費來有效地幫助並服務亞裔社區。記者會將有多位民選官員出席支持此有意義的社區服務。聖蓋博市市長及新當選的華裔市議員，洛杉磯社區學院董監事，及加州參眾議員致感謝表揚狀給三個合作的非營利組織。

APCF Press Contact:
Chun-Yen Chen 陳黃群雁
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(213) 268-5064
www.apcf.org
www.onemillionNIU.org

One Million NIU Coalition

ASIAN PACIFIC Community Fund · BBA · 釘 · KCCD Korean Churches for Community Development · Soledad Enrichment Action

One Million NIU Sponsors & Collaborators

at&t · ASIAN YOUTH CENTER

One Million NIU (New Internet Users) Coalition 一百萬個 (新的網路用戶)聯盟

Chinese Community Coalition Partners Press Conference

華人社區聯盟夥伴記者會

"Free Internet Access and Computer Training Classes".

亞太社區基金會（APCF）,亞太青少年中心（AYC）,社區聯盟(CU)合作
在聖蓋博谷區提供以中文授課的免費電腦和網際網路社區課程。

時間： 週五，五月三十一日，上午十點半, Friday, May 31, 10:30AM
地點： 亞太青少年中心 Asian Youth Center,
100 West Clary Ave., San Gabriel, CA 91776

Under the One Million New Internet Users (NIU) Initiative, Asian Pacific Community Fund (APCF), Asian Youth Center (AYC) and Community Union, Inc. (CU) collaborate to provide Parent Engagement through Technology training in Mandarin for low-income parents and/or grandparents living in and around San Gabriel. The collaboration between the three emulates the vision and intent of the grants used to provide this service to the Asian community.

在一百萬個新的網路用戶(NIU)的指導下，由三個非營利組織的合作（亞太社區基金會APCF,亞太青少年中心AYC,和社區聯盟CU),提供這些在聖蓋博谷區説普通話且低收入的父母和/或祖父母「免費的電腦和網路的訓練」,促使他們能積極參與其孿子的生活與學習。三個組織之間的合作是希望能將整合的資源與經費來有效地幫助並服務聖蓋博谷區的亞裔社區。

One Million NIU (New Internet Users) Coalition 一百萬個 (新的網路用戶)聯盟

Chinese Community Coalition Partners Press Conference

華人社區聯盟夥伴記者會

Press Conference MC -記者會主持人

> Chun-Yen H. Chen, Asian Pacific Community Fund
> 陳黃群雁,亞太社區基金會

Introduction of One Million NIU Coalition and its Chinese Community Partners
介紹一百萬個 (新的網路用戶)聯盟和其華人社區合作夥伴

> Debra Fong, Asian Pacific Community Fund Executive Director
> 鄺靜宜,亞太社區基金會(APCF)執行主任

The purpose of Parent Engagement through Technology training
幫助家長增加電腦和上網的知識的目的

> Larry Ortega, Community Union President/CEO
> 社區聯盟(CU) 總裁/首席執行官

The 40 Hours/10 Weeks Free Internet Access and Computer Training Courses in Chinese
免費的電腦和網際網路40小時/10週的中文課程

> Michelle Freridge, Asian Youth Center Executive. Director
> 亞太青少年中心（AYC）執行主任

Chinese Speaking Internet/Computer Trainers:

> Dana Kung, Everett Lam, Michael Tran, Tiffany Tse.

Chinese Speaking Clients:

> Michael Chang, KP Leung, Jennifer Sun

Support and Recognition from the elected officials in the San Gabriel Valley area:
在聖蓋博谷地區的民選官員的支持和認可：

- San Gabriel City Mayor and Councilmembers聖蓋博市市長和市議員廖欽和,卜君毅
- California State Senator Ed Hernandez's Office加州參議員Ed Hernandez辦公室
- California State Assemblymember Ed Chau's Office加州州眾議員周本立辦公室
- LA county Board of Supervisor Antonovich's office 洛杉磯縣委員安東諾維奇的辦公室
- Los Angeles Community College Board Trustee/ former State Assemblyman Mike Eng洛杉磯社區學院董事/前州眾議員伍國慶
- Alhambra Vice Mayor/Chinese-American Elected Officials Association(CEO) President – Stephen Sham阿罕布拉市副市長/-美籍華裔民選官員協會（CEO）主席沈時康
- San Gabriel United Chinese Association President, Shawn Chou -聖蓋博華人協會周正烜律師

One Million NIU Coalition has found that parent engagement in their child's education increases as their knowledge in computers and the Internet's resources increase. Parents feel empowered with general knowledge of on-line resources, including but not limited to, job opportunities, scholarships for children, health information and other culturally relevant information assisting them in engaging in their child's education. One Million NIU Coalition Partners the Asian Pacific Community Fund (APCF) and Asian Youth Center (AYC) and Community Union, Inc. (CU) have collaborated to provide **40-hour, 10-week course, "Free Internet Access and Computer Training Classes"** in Mandarin for low-income parents and/or grandparents living in and around San Gabriel.. Parents will achieve the following outcomes:

1) On-line resource navigation skills using the eight key resource websites. Parents develop a full-color multipage Education/Graduation Plan in PowerPoint that contains PowerPoint slides with information about on-line resources designed to help parents better engage in their child's education:

> a) Program helps parents connect a child's likes/strengths to college majors and careers; b) A through G requirements, and on-line tracking their child's grades and attendance; c) On-line Homework Help, obtained from the local library website; d) Basic child development skills and drug prevention strategies for youth; e) Social networking, (Facebook); f) Internet Safety and Security tips helping parents prevent cyber bullying and identity theft,

2) Advocacy strategies for the purpose of demanding a quality education for their children using email, on-line social networks and the aforementioned Internet tools,

3) Permanent Internet access via the school's lab during scheduled hours,

4) Access to other resources that will help them stay connected to the Internet.

一百萬個新的網路用戶(NIU)聯盟已經發現，隨著家長的電腦和上網的知識增加，家長會越來越多地增加其參與子女的教育機會 NIU聯盟夥伴亞太社區基金會（APCF）和亞太青少年中心（AYC）合作在聖蓋博谷區給**說普通話且低收入的父母和/或祖父母提供免費的電腦和網際網路40小時/10週的中文課程。**

1）幫助家長能使用網路搜索的技能，連結八個關鍵資源網站。家長能製作全彩色多頁的孩子教育/畢業計劃，幫助家長更好地參與孩子的教育資源與信息，包含：
　　a）幫助家長連結孩子的喜好/長處在其大學專業和職業生涯;
　　b）在網上追蹤自己孩子的成績和考勤;
　　c）在網上家庭作業幫助，連結當地的圖書館網站;
　　d）在網上了解兒童發展的基本技能和預防青少年吸食毒品的策略;
　　e 社會網絡（Facebook
　　f）網絡安全，並幫助家長防止網絡欺凌和身份盜竊的安全提示。
2）幫助家長如何要求他們的孩子正確地使用電子郵件，社交網絡和網路資源成為教育的工具
3）幫助家長建立在家長期的網路使用和學校的限時網路資源使用

4）幫助家長連結其他網路資源，這將有助於他們繼續使用線上網路資源。

GMail
by Google

Debra Fong <dfong@apcf.org>

One Chinese News clip from last Friday's press conference

Chun-Yen Chen <chunyen@apcf.org>   Mon, Jun 3, 2013 at 9:21 AM
To: Martin Mai <mmai@apcf.org>, Debra Fong <dfong@apcf.org>, aortega@communityunion.org,
djanes@communityunion.org, Michelle Freridge <michelle.freridge@asianyouthcenter.org>, Nicholette Espinosa
<nicholette.espinosa@asianyouthcenter.org>

Dear all,

Good morning! Thanks so much for everyone's collaborative efforts. The press conference was well
attended/covered.

Below is one of the Chinese News clip at Chinese World Daily Journal. There were a lot of TV
coverage too.

Have a great week,

Chun-Yen

http://la.worldjournal.com/view/full_la/22768098/article-免費電腦和網路培訓-報名?instance=la_news

免費電腦和網路培訓 報名

記者嚴劫穎 / 聖蓋博市報導

June 01, 2013 06:00 AM | 74 次 | 0 💬 | 2 👍 | ✉ | 🖨

三個非營利組織向聖蓋博谷地區民眾提供電腦及上網培訓。（記者嚴劫穎 / 攝影）

在三個非營利組織的合作（亞太社區基金會APCF，亞裔青少年中心AYC和社區聯盟CU）下成立的新百萬網路用戶聯盟（NIU），向聖蓋博谷地區華裔低收入父母或祖父母提供「免費電腦和網路培訓」，使他們能積極參與孩子的生活與學習。

三個組織之間合作，希望能將完整資源與經來有效幫助並服務聖蓋博谷的亞裔社區。活動先前已在多個社區展開，參與的民眾有說韓語、西語、華語及英語，取得良好的效果，活動6月繼續舉行。

亞太社區基金會發展部主任陳黃群雁（Chun-Yen H. Chen）31日表示，活動對低收入家庭完全免費，並提供中文教學。陳黃群雁說，新的培訓活動將於6月3日開始，民眾可以在最近幾天前往聖蓋博亞裔青少年中心報名，整個培訓過程共40小時，分十週進行，額滿為止，地址為100 W Clary Ave. San Gabriel, CA 91776。

參加31日活動的還有亞太社區基金會 (APCF)執行主任鄺靜宜、社區聯盟(CU)總裁/首席執行官Larry Ortega、亞裔青少年中心（AYC）執行主任Michelle Freridge、聖蓋博市市長 Juli Costanzo、市議員廖欽和、卜君毅、加州州眾議員周本立辦公室代表、洛杉磯社區學院理事伍國慶、阿罕布拉市副市長及華裔民選官員協會（CEO）主席沈時康、聖蓋博華人協會會長周正炬律師等。

Read more:世界新聞網-北美華人社區新聞 - 免費電腦和網路培訓 報名

Chun-Yen H. Chen 陳黃群雁

Development Director 開發部主任
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APCF is the **only** community based fund of its kind in the United States that focuses on generating funds and resources for non-profit organizations serving the rapidly growing Asian Pacific and Islander (API) population throughout greater Los Angeles County and beyond.

From: Martin Mai [mailto:mmai@apcf.org]
Sent: Tuesday, May 28, 2013 2:11 PM
To: Debra Fong; Chun-Yen Chen; aortega@communityunion.org; djanes@communityunion.org; Michelle Freridge; Nicholette Espinosa
Subject: APCF/AYC/CU Press Conf - 5/31 Bilingual Press Package

Hi everyone,

Please see and review the attached Press Kit Chun-Yen assembled. We're waiting on final confirmations for some of the council members from Community Union but this draft is close to final.

If there are any changes you would like to make to the current draft, please advise.

Thank you.

Gmail
by Google

Debra Fong <dfong@apcf.org>

Another news clip

Chun-Yen Chen <chunyen@apcf.org>
To: Debra Fong <dfong@apcf.org>, Martin Mai <mmai@apcf.org>

Mon, Jun 3, 2013 at 2:17 PM

http://www.epochtimes.com/b5/13/6/2/n3884622.htm百萬新網民計畫進入華人社區.html

百萬新網民計畫進入華人社區

圖：亞太社區基金會、亞裔青少年中心和社區聯盟合作把加州培訓「百萬新網民」（NIU）計畫帶入位於華人聚集的聖蓋博，將從下週一開始免費為華裔（祖）父母提供電腦和互聯網課程，受到社區領袖支持。（攝影：劉菲/ 大紀元）

【大紀元2013年06月02日訊】（大紀元記者劉菲聖蓋博市報導）互聯網已經成為現代生活不可缺少的一部分，然而即便在科技發達的美國也有電腦盲一族，僅在加州就有3 百萬人不會上網，其中很多是少數族裔的家長。為了給他們掃盲，三個非營利組織—— 亞太社區基金會（APCF）、亞裔青少年中心（AYC）和社區聯盟（CU）合作把加州培訓「百萬新網民」（NIU）計畫帶入位於華人聚集的聖蓋博，將從下週一（6月3日）開始免費為華裔（祖）父母提供電腦和互聯網課程。課程共40 小時、為期10 週，有國粵語教員。

該課程可幫助家長使用網絡搜索功能、在網上追蹤孩子的成績和考勤、幫助孩子完成家庭作業、連接當地圖書館等資源網站、上網了解預防青少年吸毒的策略、學會使用社交網站臉書（Facebook）及網絡安全常識等各方面信息，讓家長能更多參與子女教育。該課程已經在拉丁裔社區成功推廣，現進入華人社區，目的是幫助（祖）父母學會利用網絡幫助孩子的升學課業。
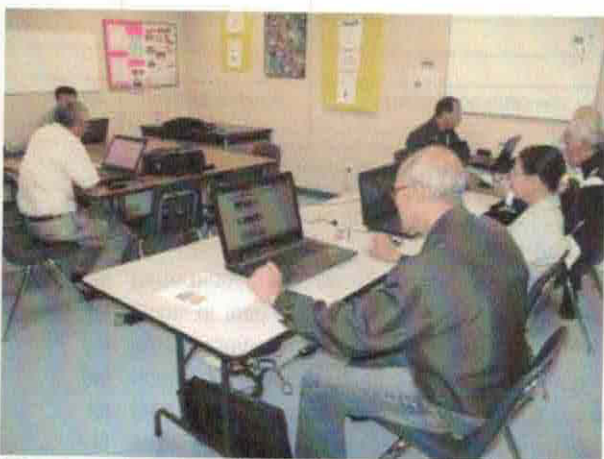
圖：在亞裔青少年中心學習電腦的老者。（攝影：劉菲/大紀元）

亞裔青少年中心常年開辦電腦班服務華裔耆老，參與培訓百萬新網民計畫順理成章。年逾古稀的Michael Chang 就是從AYC 電腦班畢業的學生之一。他說：「短短幾個月，每天2-3 個小時，但我學到了很多東西，學會上網看視頻和報紙。同學都是70多歲的老人家，感謝亞裔青少年中心給我們提供這麼好的機會。」

這一行動受到地方民選官員和社團領袖的大力支持。5 月31 日，聖蓋博市市長Juli Costanzo、市議員廖欽和、卜君毅、加州參議員Ed Hernandez 辦公室代表、加州眾議員周本立辦公室代表、洛杉磯縣委員安東諾維奇辦公室代表，洛杉磯社區學院董事伍國慶，阿罕布拉市副市長沈時康和聖蓋博華人協會周正炬紛紛前來祝賀。Costanzo 代表聖蓋博市府向亞裔青少年中心贈送了一盆中國傳統的常青樹，預祝該AYC 繼續興旺發展。Hernandez 和周本立代表則分別向三個合作單位頒發了獎狀。

伍國慶特別回憶了自己過世的父親，退休後在家除了吃飯睡覺就是看電視、看孩子們在鍵盤上敲打......直到他也學會使用電腦上網，生活才重新變得有趣。因此他認為對許多老年人來說，電腦能給他們開闢新世界，恢復精神追求和生活目標，

是性命攸關的大事。

還有不少老人慕名前來惡補英文，家住伯班克的張氏夫婦就是其中之一。張太太說：移民美國幾十年，在這裡生兒育女，但為了養家從沒有時間系統學習過英文。早年開洗衣店，幾個簡單的日常用語就可以應付。現在終於有時間了，希望能真正學會說英語。

電腦班教員之一Everett Lam說：會不會英語並非是學習電腦的必要前提，因為有會講國粵語的教員。而谷歌翻譯器等網絡工具，倒是可以幫助他們接觸英文信息。

亞裔青少年中心的免費電腦課程從6月3日開始，每週一至週四上午9：30到下午12：30上課，12月20日結束。報名可電：626-309-0425。此外亞裔青少年中心還提供課後輔導、SAT1預備班、青少年網絡暴力與心理健康班和食品分計畫，歡迎社區人士充分利用。 ◇

Sent from my iPad

GMail
by Google

Debra Fong <dfong@apcf.org>

LA 18 Community News Clip

Chun-Yen Chen <chunyen@apcf.org>
To: Martin Mai <mmai@apcf.org>, Debra Fong <dfong@apcf.org>

Mon, Jun 3, 2013 at 2:25 PM

You can see the news clip at the link below.

http://www.youtube.com/user/kscila188

[南加社區廣角鏡]

2:11

[暑期旅遊高峰至 機票價格水漲
船高] 洛城18台晚間新聞053...
by kscila188
25 views

2:05

[加州醫療保健服務部推出鼓勵
戒煙方案] 洛城18台晚間新聞...
by kscila188
7 views

1:56

[聖蓋博市推免費電腦課程 針對
國語低收入父母和祖父母] 洛...
by kscila188
8 views

EXHIBIT "6"

(Student List and Attendance Records)

Community Union Inc.

Asian Youth Center

Summer Session 2013

#	2013 Enrollment Date	First Name	Last Name	Week 1 6/3 Att	6/4 Att	6/5 Att	6/6 Att	Week 2 6/10 Att	6/11 Att	6/12 Att	6/13 Att	Week 3 6/17 Att	6/18 Att	6/19 Att	6/20 Att	Week 4 6/24 Att	6/25 Att	6/26 Att	6/27 Att	#Day Att
1	6/3/2013	Angel	Lin	1	1	1	1	1	1	1	1	1	1	1	1	1	1			14
2	6/3/2013	Angi	Luo	1	1															2
3	6/3/2013	Botao	Zhang	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	15
4	6/3/2013	Bounlieng	Phommala	1	1	1	1													4
5	6/3/2013	Chi Nam	Huang	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	15
6	6/3/2013	Dai Li	Dong	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
7	6/3/2013	Frank	Chen	1	1															2
8	6/3/2013	Harry	Zhang	1	1	1	1	1	1	1	1	1	1	1	1	1	1			14
9	6/3/2013	James	Wang	1	1															2
10	6/3/2013	Jian Hua	Shen	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	15
11	6/3/2013	Johnny	Yau	1	1	1	1	1	1			1	1	1	1					10
12	6/3/2013	Julia	Zhu	1	1	1	1	1	1	1	1	1	1	1	1	1	1			14
13	6/3/2013	Kam	Chan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
14	6/3/2013	King Ki	Seto	1	1	1	1	1	1	1										7
15	6/3/2013	Linda	Wu	1	1	1			1	1	1	1	1	1	1	1	1	1	1	14
16	6/3/2013	Long	Tran	1	1	1	1	1	1											6
17	6/3/2013	Michelle	Huang	1	1	1	1	1	1	1	1	1	1	1	1			1	1	14
18	6/3/2013	Nhu	Tran	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
19	6/3/2013	Nhung	Luu	1	1	1	1	1												5
20	6/3/2013	Peggy	Wong	1	1	1	1	1	1	1	1	1	1	1	1	1				13
21	6/3/2013	Pei	Lieou	1	1	1	1	1	1	1	1	1	1	1	1	1				13
22	6/3/2013	Philip	Chan	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	15
23	6/3/2013	Su Li	Hu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
24	6/3/2013	Van	Yi	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
25	6/3/2013	Xinqin	Dong	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	15
26	6/3/2013	Xue	Lian Zhang	1	1	1	1	1	1		1	1	1	1	1					11
27	6/3/2013	Yiu	Chi	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
	Total Attendance Per Day			27	27	24	23	22	22	18	18	19	20	19	19	17	15	13	13	316

(Vertical label in center of grid: ATTENDANCE)

Community Union Inc.
Asian Youth Center
Summer Session 2013

#	2013 Enrollment Date	First Name	Last Name	Week 1				Week 2				Week 3				Week 4				#Day Att
				7/15	7/16	7/17	7/18	7/22	7/23	7/24	7/25	7/29	7/30	7/31	8/1	8/5	8/6	8/7	8/8	
				Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	
1	7/15/2013	Keyno	Chen	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	15
2	7/15/2013	Kit (Penny)	Kom	1	1	1	1	1	1	1	1					1	1	1	1	12
3	7/15/2013	Bingquan	Wang	1	1	1	1	1	1											6
4	7/15/2013	Junru	Wu	1	1	1														3
5	7/15/2013	Teresa	Yang	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
6	7/15/2013	Brian	Yang	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	15
7	7/15/2013	Len	Yen	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
8	7/15/2013	George	Zhu	1			1	1	1	1	1									5
9	7/15/2013	Jennifer	Lai	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
10	7/15/2013	Grace	Lai	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
11	7/15/2013	San Chuan	Lai	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
12	7/15/2013	Yiu	Chi	1	1	1	1	1	1	1	1	1								9
13	7/15/2013	Nancy	Chan	1	1	1	1	1	1	1	1	1	1		1	1	1			13
14	7/15/2013	Yuki	Miura	1	1	1	1	1	1	1	1	1	1		1	1	1			12
15	7/15/2013	Chao Tuy	Chan	1			1	1					1					1		6
16	7/15/2013	Nancy	Tran	1		1	1											1		4
17	7/15/2013	Tiffany	Chou																	0
			Attendance Per Day	12	14	14	14	12	12	13	11	9	10	8	9	10	10	10	10	179

Community Union Inc.
Asian Youth Center
Summer Session 2013

ATTENDANCE

#	2013 Enrollment Date	First Name	Last Name	Week 1 8/26 Att	8/27 Att	8/28 Att	8/29 Att	Week 2 9/2 Att	9/3 Att	9/4 Att	9/5 Att	9/9 Att	Week 3 9/10 Att	9/11 Att	9/12 Att	9/16 Att	Week 4 9/17 Att	9/18 Att	9/19 Att	#Day Att
1	8/26/2013	Jicai	Chen	1	1	1	1	1	1			1								7
2	8/26/2013	Shih Chung	Hu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
3	8/26/2013	Lie	Sun	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
4	8/26/2013	Mei Chun	Wong	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
5	8/26/2013	Lap Wong	Ko	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
6	8/26/2013	Monna H.	Su	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
7	8/26/2013	John	Su	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
8	8/26/2013	Tina	Mou	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
9	8/26/2013	May	Lam	1	1	1	1	1	1	1	1		1	1		1	1	1	1	14
10	8/26/2013	Pan Fa	Hwa	1	1	1	1	1	1			1	1	1	1		1	1	1	12
11	8/26/2013	Lu Jing	Zhu	1	1			1	1			1	1	1						8
12	8/26/2013	Charlene		1				1	1				1							4
13	8/27/2013	Ting	Cheung	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	12
14	8/27/2013	Henry	Tsui	1	1				1	1	1	1								4
15	8/27/2013	Madeline	Chang	1	1	1	1	1	1		1						1	1	1	9
16	8/27/2013	Kai	Cheung	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	14
			Attendance Per Day	12	14	13	13	13	12	11	12	13	13	13	8	12	12	12	12	196

Community Union Inc.
Asian Youth Center
Fall Session 2013

ATTENDANCE

#	2013 Enrollment Date	First Name	Last Name	Week 1				Week 2				Week 3				Week 4				#Day Att
				9/30	10/1	10/2	10/3	10/7	10/8	10/9	10/10	10/14	10/15	10/16	10/17	10/21	10/22	10/23	10/24	
				Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	
1	9/30/2013	Min Shen	Bao	1	1	0	1	1	1	1	1	1	1	1	0	1	1	0	1	13
2	9/30/2013	Yijie	Jin	1	1	0	1	1	1	1	1	1	1	1	0	1	1	0	1	13
3	9/30/2013	Judy	Chen	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
4	9/30/2013	Robert	Chang	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
5	9/30/2013	Hsiang Sheng	Pan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
6	9/30/2013	Su Hwa	Chen Pan	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	15
7	9/30/2013	Guo Sen	Lao	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	15
8	9/30/2013	Tony Chun	Liu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
9	9/30/2013	Chun Xiao	Liang	1	1	1	1	1	1	0	1	1	1	0	1	1	1	1	1	14
10	9/30/2013	Jolin	Lu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	15
11	9/30/2013	Michelle	Tung	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
12	9/30/2013	Lily	Wang	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	15
13	9/30/2013	Susan	Wu	1	1	1	1	1	1	0	1	1	1	0	1	1	1	1	1	14
14	9/30/2013	Jing Chi (Andy)	Wang	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
15	9/30/2013	Jenny	Yap	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
16	9/30/2013	Chia Ling	Yau	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
17	9/30/2013	Yuhong	Zhao	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
18	10/7/2013	Tina	Wang	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	12
	Total Attendance Per Day			17	17	14	17	18	18	16	17	18	18	15	16	18	18	15	18	270

EXHIBIT "7"

(AYC Correspondences, Facebook Posts and Photos)

GMail

Debra Fong <dfong@apcf.org>

Save the Date Thursday August 22, 2013 @ 10am - Asian Youth Center - Community Engagement through Technology Program Graduation Ceremony

djanes@communityunion.org <djanes@communityunion.org>   Fri, Aug 16, 2013 at 4:42 PM
To: dfong@apcf.org, mmai@apcf.org, chunyen@apcf.org

One Million NIU

You Are Cordially Invited to Attend the Engagement Through Technology Graduation Ceremony at

Asian Youth Center

When: Thursday, August 22, 2013 @ 10am –12pm

Where: Asian Youth Center

100 Clary Ave

San Gabriel, CA 91776

Please join us in celebrating the accomplishments of Our Summer 2013 Graduates.
They are very excited to share their work with future NIU students, stake holders and community members like yourself.

Special Thanks to Asian Youth Center & Asian Pacific Community Fund

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

Asian Youth Center
Like This Page · August 22, 2013 ·   ·

With Nicholette CE and Jason Pu at Asian Youth Center.

Like   Comment   Share

Write a comment...

People You May Know   See All

Annie Chen
7 mutual friends
Add Friend

List of Graduates Fwd: NIU Final Count

7 messages

djanes@communityunion.org <djanes@communityunion.org>   Wed, Sep 18, 2013 at 12:07 PM
To: nicholette.espinosa@asianyouthcenter.org
Cc: nrivas@communityunion.org

Good Morning Nicholette,

Hope your having a great day. I sent out the invitations (attached) for next weeks grad to dignataries yesterday and will be doing my follow up today, can you please send me the list of graduates so I can ask for certificates of recognition. I have attached a Grad List Template.

Also, Larry & Nery are looking forward to attending the graduation. Thanks so much Nicholette for all your support.

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

-----Original Message-----
From: djanes@communityunion.org [mailto:djanes@communityunion.org]
Sent: Tuesday, September 17, 2013 03:55 PM
To: 'Nicholette Espinosa'
Subject: Re: NIU Final Count

Im sure either Nery or larry will be in attendance, i am waiting for them to confirm, will let you know as soon as i can. Thanks

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

-----Original Message-----
From: Nicholette Espinosa [mailto:nicholette.espinosa@asianyouthcenter.org]
Sent: Tuesday, September 17, 2013 03:40 PM
To: 'Deborah Janes'
Subject: Re: NIU Final Count

Hi Deborah,
Our location for the graduation will be 100 West Clary Ave. It will be in the classroom, no the gym. Will someone be attending from CU?
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

On Tue, Sep 17, 2013 at 12:36 PM, <djanes@communityunion.org> wrote:
Hi,

That would work best, thanks. Also is the graduation going to be at 100 W. Clary or 232 W. Clary ?

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

Hi Deborah,
Since we only have 9 students attending this session, whoever comes tomorrow to work on FB, should pull one student at a time to the back of the room to get them on to FB. The rest of the class will continue as usual.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

On Tue, Sep 17, 2013 at 9:27 AM, Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org> wrote:
Hi Deborah,
I will let the instructor know that there will be someone there to help tomorrow with Facebook. Thank you for the extra help.
Our graduation is set for Tuesday 9/24/13 @10am.
Will someone be attending from CU?
I am just creating certificates from the template you sent me already, correct?
We have made our press release from our usual contacts with AYC.
Dana is arranging the potluck.
I am printing PowerPoints and certificates.
Let me know if we need anything else.
Thank You,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

On Tue, Sep 17, 2013 at 9:16 AM, <djanes@communityunion.org> wrote:
Thanks so much Nicholette,

I will forward the 5 new names over to Alicia for CASF reporting and will arrange for one of the trainers to go over & cover Facebook tomorrow. Also can you confirm the date and time you have scheduled for the graduation? Thanks again and have a great day.

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

Subject: NIU Final Count

Hi Deborah,
I wanted to get you the final count for the last 2 classes of NIU.
We were missing the following 5 students. These completed a powerpoint and I made them certificates from the certificate you emailed me.
Nancy Tran
Yiu Chi
Johnny Yau
King Seto
Xue Lian Zhang
This will take is to a final head count of 33.
Our current class has 9 students attending regularly. If they complete their powerpoints this week, that will take us to a grand total as of next week of 42. This means we need to service 18 more clients. If we don't get them all in this next class starting 9/31/13, then they will be serviced in a final class in November.
We are waiting to hear back about Facebook sign ups by your staff. If you plan to get this class to sign up, then we will need you to come out this week.
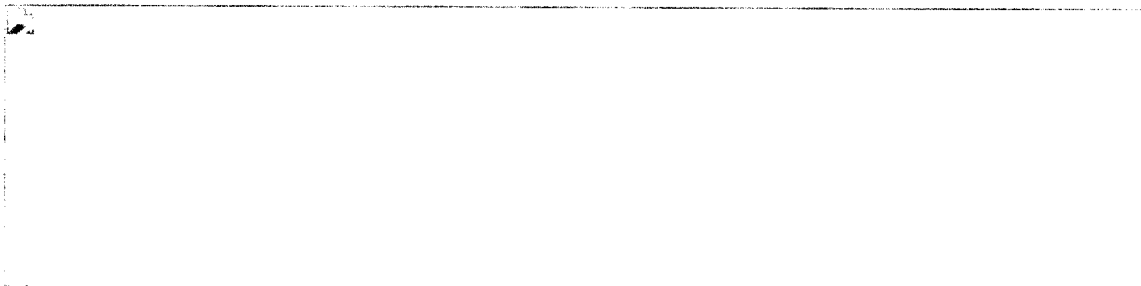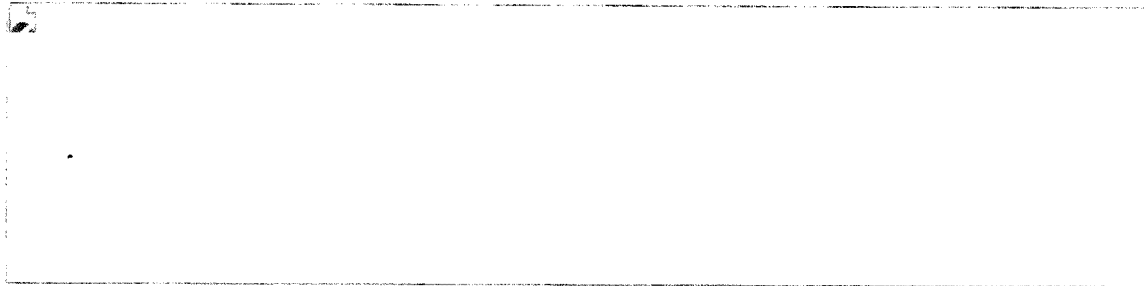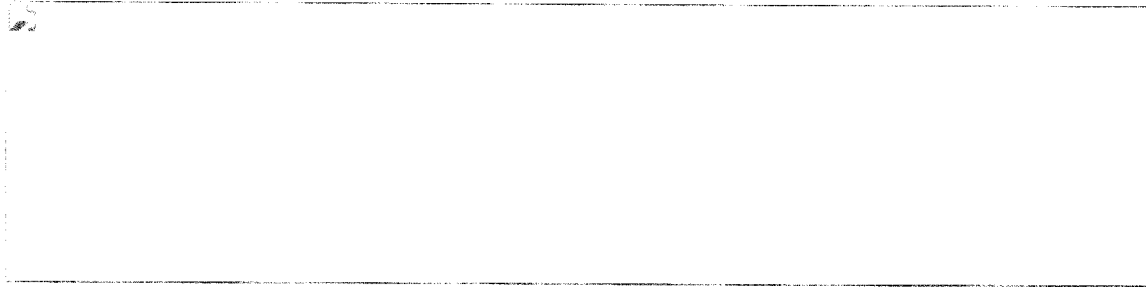Let me know.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue, San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

2 attachments

NIU_Invite AYC_9_24_13_.pptx
331K

GRAD LIST TEMPLATE.xlsx
17K

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org> Wed, Sep 18, 2013 at 12:43 PM

To: Deborah Janes <djanes@communityunion.org>

Hi Deborah,
I just wanted to touch base with you on a few things.
First, Everett is no longer working with AYC. So please have all contact go directly through me. If there was anything you had pending with him, please let me know so that I can follow up.
Second, I thought we had agreed not to have any dignitaries attend this graduation? AYC is planning this as a small event, not a full blown press event. Our goal is simply to recognize the students and celebrate their success in house. Please let me know that you will confirm that no dignitaries will attend. This would change the whole dynamic of the event for us and would cause us to have to reschedule.
Let me know what your follow up is.
I will get the list of names to you by this afternoon.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Wed, Sep 18, 2013 at 12:46 PM
To: Deborah Janes <djanes@communityunion.org>

Hi Deborah,
I was just informed that no one showed up to setup Facebook for the clients this morning as promised. This is very disappointing. Next time please make arrangements that can be kept and if changes arise, as can often times occur, please extend the courtesy of letting us know. We will no longer have time to setup Facebook for this class. Perhaps we can make more solid arrangements for the next class.
Thank You,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

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djanes@communityunion.org <djanes@communityunion.org>   Wed, Sep 18, 2013 at 1:37 PM
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
Cc: nrivas@communityunion.org

Nicholette,

I am very sorry, i had to leave early yesterday (unplanned) and I completely forgot to send you an email to let you know that we didnt have a trainer available to go today. My apologies.

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

-----Original Message-----
From: Nicholette Espinosa [mailto:nicholette.espinosa@asianyouthcenter.org]
Sent: Wednesday, September 18, 2013 03:46 PM
To: 'Deborah Janes'
[Quoted text hidden]
[Quoted text hidden]

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
To: Deborah Janes <djanes@communityunion.org>
Cc: Neri Rivas <nrivas@communityunion.org>

Wed, Sep 18, 2013 at 2:48 PM

No problem. Let's work it out better for next class.
Did you receive the list of graduates?
Did you receive the first email regarding Everett and the graduation?
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
To: Deborah Janes <djanes@communityunion.org>
Cc: Neri Rivas <nrivas@communityunion.org>

Mon, Sep 23, 2013 at 3:21 PM

Hi Deborah,
I haven't heard back from you from the previous email, please let me know any updates.
Thank You,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
To: "CUIncNews ." <lortega@communityunion.org>, Neri Rivas <nrivas@communityunion.org>

Tue, Jan 14, 2014 at 1:20 PM

Hello Larry,
Below is a list of final count. There was another email. I will find it.
Thanks,
Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

2 attachments

NIU_Invite AYC_9_24_13_.pptx
331K

GRAD LIST TEMPLATE.xlsx
17K

NIU graduation party

1 message

Florence Lin <florence.lin@asianyouthcenter.org>
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>

Tue, Sep 24, 2013 at 12:24 PM

--
Florence Lin
Community Relations Manager
Asian Youth Center
100 W Clary Ave. San Gabriel, CA 91776
Ph: 626-309-0425 X 105
Fx: 626-309-0362

13 attachments

IMG_2805.JPG
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IMG_2781.JPG
1173K

IMG_2785.JPG
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IMG_2786.JPG
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IMG_2787.JPG
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1048K

IMG_2792.JPG
1102K

IMG_2793.JPG
964K

IMG_2794.JPG
930K

IMG_2795.JPG
961K

Niu pics

2 messages

Tiffany Tse <tiffany.tse@asianyouthcenter.org>
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>

Wed, Sep 25, 2013 at 9:35 AM

7 attachments

photo.jpg
500K

photo.jpg
402K

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418K

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525K

photo.jpg
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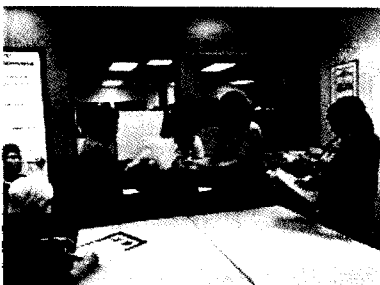---

Tiffany Tse <tiffany.tse@asianyouthcenter.org>
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>

Wed, Sep 25, 2013 at 10:20 AM

7 attachments

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NIU Graduation

5 messages

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
To: Deborah Janes <djanes@communityunion.org>

Thu, Sep 26, 2013 at 3:15 PM

Hi Deborah,
Attached are the pictures. Please feel free to use as needed.
Our next class starts Monday.
Thanks,

Nicholette Espinosa

Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

14 attachments

IMG_2786.JPG
1124K

IMG_2787.JPG
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IMG_2788.JPG
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IMG_2789.JPG
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IMG_2801.JPG
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IMG_2806.JPG
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IMG_2807.JPG
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photo_2.jpg
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photo_4.jpg
400K

photo_5.jpg
525K

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djanes@communityunion.org <djanes@communityunion.org>   Thu, Sep 26, 2013 at 4:12 PM
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
Cc: nrivas@communityunion.org

Thanks Nicholette,

Will the classes starting on Monday have the same schedule and trainer as the previous sessions? I will also need the end date and proposed graduation date and who will be keeping track of attendance & updating on google docs, creating student attendance databases etc.

We have a new trainer procedural package and tasklist that i will forward over to you tomorrow so the trainer can go over it prior to class start. Either I or Neri will be doing a site visit either Thursday of next week or Monday or Tuesday of the following week. Please let me know which date works best for you.

Thanks so much for all your support. Have a great evening.

Deborah Janes
Community Union, Inc.
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331 Office

(626) 234-0651 Cell

www.onemillionNIU.org

[Quoted text hidden]

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Fri, Sep 27, 2013 at 9:52 AM
To: Deborah Janes <djanes@communityunion.org>

Deborah,
Will the classes starting on Monday have the same schedule and trainer as the previous sessions?
Yes.
I will also need the end date and proposed graduation date.
End date: 10/25/13

Grad date: 10/29/13
Who will be keeping track of attendance & updating on google docs, creating student attendance databases etc.
You can send all information to me and I will see that it is completed. All communication will be through me. Please contact me if you need anything and I relay messages and instructions to the instructor. Will you be sending us the google doc for attendance? Isn't the student attendance database the same thing as the attendance? Can I just use the previous database and just input new information, why does a new doc need to be created?
We have a new trainer procedural package and tasklist that i will forward over to you tomorrow so the trainer can go over it prior to class start.
What will the changes be? What will they require? We need them today. Class starts Monday.
Either I or Neri will be doing a site visit either Thursday of next week or Monday or Tuesday of the following week. Please let me know which date works best for you.
Thursday.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

[Quoted text hidden]

---

djanes@communityunion.org <djanes@communityunion.org>   Fri, Sep 27, 2013 at 11:34 AM
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>
Cc: nrivas@communityunion.org

> -----Original Message-----
> **From:** Nicholette Espinosa [mailto:nicholette.espinosa@asianyouthcenter.org]
> **Sent:** Friday, September 27, 2013 12:52 PM
> **To:** 'Deborah Janes'
> **Subject:** Re: NIU Graduation
>
> Deborah,
> Will the classes starting on Monday have the same schedule and trainer as the previous sessions?
> **Yes.**
> I will also need the end date and proposed graduation date.
> **End date: 10/25/13**
> **Grad date: 10/29/13**
>
> Will the class end on Friday 10/25, the schedule i had from previous sessions; M, T, W, TH 9:30 - 12:30
>
> Will the graduation be at 10am
>
> Who will be keeping track of attendance & updating on google docs, creating student attendance databases etc.
> **You can send all information to me and I will see that it is completed. All communication will be through me. Please contact me if you need anything and I relay messages and instructions to the instructor. Will you be sending us the google doc for attendance? Isn't the student attendance database the same thing as the attendance? Can I just use the previous database and just input new information, why does a new doc need to be created?**
>
> There are two separate reports. I created the new PE+T Student Database for the new session. I have shared that document & the Attendance All Sites Fall 2013 (birdseye view of daily attendance counts) with you on Google Docs, please let me know if you didn't receive them. They just have to be populated on Google Docs.
>
> We have a new trainer procedural package and tasklist that i will forward over to you tomorrow so the trainer can go over it prior to class start.
> **What will the changes be? What will they require? We need them today. Class starts Monday.**
>
> The New trainer procedures document is attached, please let me know if you have any questions.
>
> Either I or Neri will be doing a site visit either Thursday of next week or Monday or Tuesday of the following week. Please let me know which date works best for you.
> **Thursday.**
>
> Thanks, Set on calendar for next Thursday 10/3/13 will be there between 10-11am.
>
> Thanks for all your help Nicholette, have a great weekend!
>
> Thanks,
> [Quoted text hidden]

📄 **3 step procedures for Trainers.xlsx**
48K

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Fri, Sep 27, 2013 at 11:44 AM
To: Deborah Janes <djanes@communityunion.org>

See below.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

On Fri, Sep 27, 2013 at 11:34 AM, <djanes@communityunion.org> wrote:

> -----Original Message-----
> **From:** Nicholette Espinosa [mailto:nicholette.espinosa@asianyouthcenter.org]
> **Sent:** Friday, September 27, 2013 12:52 PM
> **To:** 'Deborah Janes'
> **Subject:** Re: NIU Graduation
>
> Deborah,
> Will the classes starting on Monday have the same schedule and trainer as the previous sessions?
> **Yes.**
> I will also need the end date and proposed graduation date.
> **End date: 10/25/13**
> **Grad date: 10/29/13**
>
> Will the class end on Friday 10/25, the schedule i had from previous sessions; M, T, W, TH 9:30 - 12:30

Yes, M-Th 9:30-12:30. We offer Fridays as Open Lab for practice or catch up. So class will end on Friday 10/25.
Will the graduation be at 10am
 Yes, 10am.

Who will be keeping track of attendance & updating on google docs, creating student attendance databases etc.
**You can send all information to me and I will see that it is completed. All communication will be through me. Please contact me if
you need anything and I relay messages and instructions to the instructor. Will you be sending us the google doc for attendance?
Isn't the student attendance database the same thing as the attendance? Can I just use the previous database and just input new
information, why does a new doc need to be created?**

There are two separate reports. I created the new PE+T Student Database for the new session. I have shared that document & the
Attendance All Sites Fall 2013 (birdseye view of daily attendance counts) with you on Google Docs, please let me know if you didn't receive
them. They just have to be populated on Google Docs.

Got them . Will do.
We have a new trainer procedural package and tasklist that i will forward over to you tomorrow so the trainer can go over it prior to class
start.
What will the changes be? What will they require? We need them today. Class starts Monday.

The New trainer procedures document is attached, please let me know if you have any questions.

 Got it. Will fwd to instructor. No problem.

Either I or Neri will be doing a site visit either Thursday of next week or Monday or Tuesday of the following week. Please let me know which
date works best for you.

Thursday.

Thanks, Set on calendar for next Thursday 10/3/13 will be there between 10-11am.
Sounds good.
[Quoted text hidden]
[Quoted text hidden]

NIU

3 messages

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Fri, Sep 27, 2013 at 9:56 AM
To: Dana Kung <dana.kung@asianyouthcenter.org>

Hi Dana,
I hope we are all ready to go for the new class on Monday. The class will run for 4 weeks until 10/25/13. The graduation will be on 10/29/13. If you need anything else to get ready for the class, please let me know.
Also, I want to ask you to please make sure that anyone from NIU that contacts you with directions or instructions should be sent to me. I do not want the NIU people coming and telling you what to do. If they do so, please let them know that you will talk to me first and then get back to them. This way I can be sure to be up to date and keep things reasonable and organized. If you have any questions, please let me know.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

Dana Kung <dana.kung@asianyouthcenter.org>   Fri, Sep 27, 2013 at 10:34 AM
To: Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>

Hi, Nicholette
Of course. I will take over the roll sheet and update the attendance. I will send it to you and Sofia. If NIU needs it, I hope that you can send it to them.

Thank you
Dana
[Quoted text hidden]
--
Dana Kung 扎紫琪
Receptionist/Administrative Assistant
232 West Clary Ave.
San Gabriel, CA 91776
Cell: 626 309 0425 ext. 113
Fax: 626 309 0717

Nicholette Espinosa <nicholette.espinosa@asianyouthcenter.org>   Fri, Sep 27, 2013 at 11:29 AM
To: Dana Kung <dana.kung@asianyouthcenter.org>

Hi Dana,
Yes, please continue to take attendance and turn it in to Sofia. Either I or Sofia will turn it what is needed to NIU. You will not need to contact NIU. Sofia or I will do so. If you have any other questions or need anything let me know.
Thanks,

Nicholette Espinosa
Director of Educational Enrichment Services-Asian Youth Center
232 West Clary Avenue,San Gabriel, CA 91776
Ph. (626) 309-0425 x106 Fax (626)309-0362

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Asian Youth Center
Like This Page · October 30, 2013 ·

The fourth graduating NIU- New Internet Users class at AYC. Proud seniors from the community worked hard for 4 weeks to gain computer and internet literacy. They are now experts at email, Microsoft Word and Microsoft Power Point. Congratulations!

11   2 Comments

Like   Comment   Share

Most Relevant

Florence Lin Dana!! Great job!
Like · Reply · 4y

A Place Called Home   That's fantastic!
Like · Reply · 4y

Write a comment...

EXHIBIT "8"

(APCF Invoices)

May 28, 2013

ASIAN PACIFIC
Community Fund

Mr. Larry Ortega
Community Union
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331

*************************** INVOICE ***************************

Invoice Date: May 31, 2013

Description: 1 Million NIU Project
Activity I - $1,739.93
- APCF/AYC/CU Press Conference on May 31, 2013
Activity IV - $231.14
- 4 people trained to be trainers
Payment for 4 people going through 40 hours of training at $10/hr - $1,600.00

Translation of Training Course & Materials into Chinese - $2,800
- Customization of Training Course
  - Replace Spanish websites with appropriate Chinese sites

Total Due: **$6371.07**

Remit Payment to: Asian Pacific Community Fund
1145 Wilshire Blvd, 1st Floor
Los Angeles, CA 90017

Tax ID#:   95-4257997

Contact: Debra Fong
(213) 624-6400 ext. 2
dfong@apcf.org

Thank you for supporting the Asian Pacific Community Fund!

August 16, 2013

ASIAN PACIFIC Community Fund

Mr. Larry Ortega
Community Union
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331

**************************** INVOICE ****************************

Invoice Date:	August 31, 2013
Period Covered:	(Q2) June 1 – August 31, 2013
Program:	1 Million NIU Project
Description:	**Activity III - $697.68** • AYC Open Lab **Activity V - $439.47** • 30 of 60 parents completed program **Trainer(s) - $1,700.00** • 4 hrs/day for 4 days/week for 8 weeks ($1,280) • 2 hr training meetings every Friday for 8 weeks ($160) • 2 hrs per week for 8 weeks reporting to CU ($160) • 10 hrs for graduation ceremony preparation ($100) **Activity VI - $502.96** • 1 of 4 graduation ceremonies held
Total Due:	**$3,340.11**
Remit Payment to:	Asian Pacific Community Fund 1145 Wilshire Blvd, 1st Floor Los Angeles, CA 90017
Tax ID#:	95-4257997
Contact:	Debra Fong (213) 624-6400 ext. 2 dfong@apcf.org

Thank you for supporting the Asian Pacific Community Fund!

October 31, 2013

Mr. Larry Ortega
Community Union
3626 East 1st Street
Los Angeles, CA 90063
(323) 526-7331

*************************** INVOICE ***************************

Invoice Date:	October 31, 2013
Period Covered:	(Q3) Sept 1 – November 30, 2013
Program:	1 Million NIU Project
Description:	**Activity V - $439.47** • 30 of 60 parents completed program **Trainer(s) - $1,800.00** • 4 hrs/day for 4 days/week for 8 weeks ($1,280) • 2 hr training meetings every Friday for 8 weeks ($160) • 2 hrs per week for 8 weeks reporting to CU ($160) • 20 hrs for 2 graduation ceremonies preparation ($200) **Activity VI - $1,005.92** • 3rd and 4th graduation ceremonies held (out of 4)
Total Due:	**$3,245.39**
Remit Payment to:	Asian Pacific Community Fund 1145 Wilshire Blvd, 1st Floor Los Angeles, CA 90017
Tax ID#:	95-4257997
Contact:	Debra Fong (213) 624-6400 ext. 2 dfong@apcf.org

Thank you for supporting the Asian Pacific Community Fund!

EXHIBIT "9"

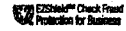(Community Union Check Payments)

COMMUNITY UNION
3626 E 1ST ST
LOS ANGELES, CA 90063

MAIN OFFICE
PAN AMERICAN BANK
3626 EAST FIRST STREET
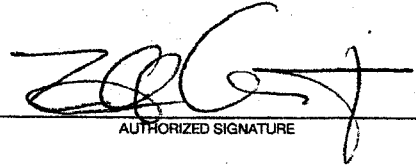LOS ANGELES, CALIFORNIA 90063

90-2606-1222

8-12-13

PAY TO THE
ORDER OF Asian Pacific Community Fund $ 4,771.07

Four thousand seven hundred seventy one 07/xx ——————— DOLLARS

MEMO Y2 Q1 CASF (per now)

AUTHORIZED SIGNATURE

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Corporate/Grant
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NIU

per Debra
no tax
receipt

✓ COMPLETED

COMMUNITY UNION
3626 E 1ST ST
LOS ANGELES, CA 90063

MAIN OFFICE
PAN AMERICAN BANK
3626 EAST FIRST STREET
LOS ANGELES, CALIFORNIA 90063

90-2606-1222

11-15-13

PAY TO THE
ORDER OF _Asian Pacific Community Fund_ $3,340¹¹/xx

Three thousand three hundred forty ¹¹/xx ⎯⎯⎯⎯ DOLLARS

Security features. Details on back.

MEMO _Aug 16th IWU per Mort_

AUTHORIZED SIGNATURE

⑈00Ⅰ470⑈ ⑆Ⅰ22226063⑆: 004 7Ⅰ65Ⅰ5⑈

COMMUNITY UNION   1470

NIU project

NOV 18 2013

Community Union, Inc.
3626 E. First St.
Los Angeles, CA 90063

SANTA CLARITA CA 913

06 NOV 2013 PM 1 L

39

Asian Pacific Commu
1145 Wilshire Blvd
Los Angeles, CA 9

PAN AMERICAN BANK

CASHIERS CHECK

1008359

Date: 2/11/14

Branch: 0004

REMITTER LARRY ORTEGA

PAY TO THE ORDER OF

ONE THOUSAND SIX HUNDRED DOLLARS AND 00/100
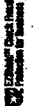
$1,600.00

****ASIAN PACIFIC COMMUNITY FUND****

⑈000 1008359⑈ ⑆122226063⑆ 004715993⑈

COMMUNITY UNION
3626 E 1ST ST
LOS ANGELES, CA 90063

3186

PAN AMERICAN BANK
MAIN OFFICE
3626 EAST FIRST STREET
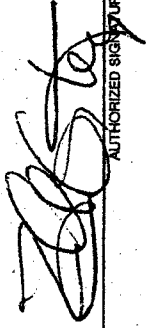LOS ANGELES, CALIFORNIA 90063

90-2606-1222

PAY TO THE
ORDER OF _Asian Pacific Community Fund_

Three thousand two hundred forty five 39/100 _____ DOLLARS

VOID UNTIL
5-10-14

$3,245 39/100

AUTHORIZED SIGNATURE

MEMO PAID IN FULL -- NO FURTHER BALANCE DUE

⑆003186⑆ ⑈222260636⑈ 004 7171 20⑈

COMMUNITY UNION   3186

COMMUNITY UNION

EXHIBIT "10"

(Termination Letter Dated June 9, 2014)

June 9, 2014

Mr. Larry Ortega
One Million NIU
President, Community Union
3626 E First Street
Los Angeles, CA 90063

Re: Participation in One Million NIU Coalition

Dear Larry,

I hope this letter finds you well. I am writing to confirm the conversation we had a few weeks ago.

The Asian Pacific Community Fund (APCF) will no longer be participating in the One Million NIU Coalition.   Please remove the APCF name, logo and any other references to the organization from the NIU website, social media outlets and any other materials relating to the coalition. Your prompt attention to this matter in having this taken care of within the next 30 days would be greatly appreciated. Please also be sure to exclude APCF from any future NIU grant requests as the organization will no long be a part of the coalition.

If you have any questions, please let me know. I wish you all the best in your pursuit of one million new internet users and much success with the program.

Sincerely,

Debra Fong
Executive Director