

Course Syllabus

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VALENCIA COLLEGE

COURSE INFORMATION

Course Name: Introduction to Hospitality Management and Tourism Industry

Course ID/Section: HFT 1000, CRN 23205

Term/Year: Spring 2024

Modality: Online

Length of Term: 16 Weeks

Credit Hours: 3

Campus/Building/Room: Online through Canvas

Meeting Day/Time: Frequent participation throughout the week.

INSTRUCTOR CONTACT INFORMATION

Instructor: Craig J. Rapp, PhD, CEC, CHE

Email: crapp1@valenciacollege.edu (<mailto:crapp1@valenciacollege.edu>)

Phone: 407-582-5617

Office Location: DTC Union West, Rm 406

Office Hours: [Posted on Faculty Front Door \(http://frontdoor.valenciacollege.edu/faculty.cfm?uid=crapp1&CFID=8047926&CFTOKEN=c17b02d48d5b354f-F6606C35-D64C-674C-401D6087AE251E86\)](http://frontdoor.valenciacollege.edu/faculty.cfm?uid=crapp1&CFID=8047926&CFTOKEN=c17b02d48d5b354f-F6606C35-D64C-674C-401D6087AE251E86)

- Monday 9:30am-2:00pm
- Tuesday 9:30am-10:00am
- Wednesday 9:30am-2:00pm
- Thursday 9:30am-2:00pm
- Friday 9:30am-11:30am by phone or email

IMPORTANT DATES

Start Date: January 8th, 2024

Drop/Refund Deadline: January 16th, 2024

Withdrawal Deadline: March 15th, 2024

Term Project Due Date(s): February 18th, 2024 (Company Research Project, initial post); February 25, 2024 (peer feedback/discussion); March 3rd, 2024 (resume and cover letter); March 17th, 2024 (Mock Interview)

Final Exam Due Date: Wednesday, April 24th, 2024

End Date: April 28th, 2024

College Closed: January 15th (MLK Day), February 9th (College Learning Day), March 18-24th (Spring Break)

College Calendar: <https://www.valenciacollege.edu/academics/calendar/> (<https://www.valenciacollege.edu/academics/calendar/>)

COURSE DESCRIPTION

Introduction to many facets of hotel-motel and food services industries. Includes study of history, scope and innovations in industry as well as orientation visits to local establishments

Prerequisites: N/A

COURSE OBJECTIVES:

Successful completion of this course will allow students to:

- Outline the history and development of the hospitality industry.
- Describe the various aspects of tourism in the hospitality industry.
- Outline the traditional organizational chart for each segment of the hospitality industry.
- Define key terms in the industry.
- Give an overview of the hotel and restaurant business.
- Discuss recreation and leisure markets in the hospitality industry.
- Explain the elements of a successful human resource program.
- Discuss career paths for each of the major segments in the hospitality industry.
- Describe leadership and professionalism as it relates to the hospitality industry.
- Participate in a class project to develop the skills and competencies that employers have identified as necessary.

Course Overview

- HFT 1000 online will be broken down into weekly "modules" during the term. Students must complete all assignments listed within the module each week. Some weeks may contain more than one chapter in the book. Work from the course [Schedule and Grading Guide](https://online.valenciacollege.edu/courses/192235/files/47101704?wrap=1) (<https://online.valenciacollege.edu/courses/192235/files/47101704?wrap=1>) . [↓](https://online.valenciacollege.edu/courses/192235/files/47101704/download?download_frd=1)
- Modules will become available to students as they move through the course each week. You will not be permitted to work ahead unless otherwise directed.
- Each week which will run from Monday at 8am through Sunday at 11:59pm EST, students will be responsible for completing all required assignments, discussions, case studies, quizzes and tests. The student must complete the required weeks work during the 7-day time period, to earn credit for completion. Students may complete work at any time during the time frame that a module is open, but your **initial discussion post is due on Thursday** of each week so that others students have time to participate in the discussion. It is important to pay close attention to each assignment's due date.
- Once an assignment passes the due date, coursework can no longer be submitted.
- Please carefully review the [Schedule and Grading Guide](https://online.valenciacollege.edu/courses/192235/files/47101704?wrap=1) (<https://online.valenciacollege.edu/courses/192235/files/47101704?wrap=1>) . [↓](https://online.valenciacollege.edu/courses/192235/files/47101704/download?download_frd=1) (https://online.valenciacollege.edu/courses/192235/files/47101704/download?download_frd=1) for the dates that each assignment will be due.
- It is recommended that each student set aside a minimum of three to nine hours each week to complete all of the Module activities required.
- Please remember: the benefit of taking an online class is flexibility in completing assignments at any time during the week that each unit is open. It is not less work.

Professor Expectations

To successfully complete this course, all students are expected to actively engage in the online learning environment each week.

All students are expected to:


- Read and become familiar with the course syllabus and expectations.
- Keep up with assignments and readings and complete all "Units" of work assigned within the allotted time frame. Units will open on Mondays at 8:00am and close on Sundays at 11:59pm.
- Ask for clarifications about material or course expectations.
- Analyze assigned readings and offer thoughtful interpretations.
- Actively participate in weekly courseroom discussions. Create substantive posts which add to and advance the quality of the discussion.
- Engage other students by contributing substantive responses to their posts.
- Be respectful of diverse perspectives and refrain from making inappropriate comments in course discussions and personal interactions.

TEXTBOOK & REQUIRED MATERIALS

Introduction to Hospitality: 9th edition, John R. Walker. 2024, Pearson Education, NJ

eBook: ISBN-13: 9780137838097

Note: you can also purchase/rent a print version: ISBN-13: 9780137838189

You may purchase this through your Atlas account at the Valencia Online Bookstore following these instructions: [Find Your Materials](https://www.valenciabookstores.com/buy_textbooks.asp)  (https://www.valenciabookstores.com/buy_textbooks.asp) . or simply click on the bookstore link below (or the Purchase Course Materials link on the left).

Note: it is recommended that you purchase or rent this through the [UCF & Valencia College Downtown Campus Official Virtual Bookstore](https://ucf.vc.bncollege.com/shop/ucf-valencia/home) (<https://ucf.vc.bncollege.com/shop/ucf-valencia/home>); however, there may be cheaper options available. The assigned readings and the assignments come from this

textbook so purchasing this text is a requirement of this course.

Click here for some tips for purchasing and receiving your books at the Downtown Campus:

[DTC Bookstore Instructions Fall 2022.pdf \(https://online.valenciacollege.edu/courses/192235/files/47101702?wrap=1\)](https://online.valenciacollege.edu/courses/192235/files/47101702?wrap=1). ↓
(https://online.valenciacollege.edu/courses/192235/files/47101702/download?download_frd=1)

Technology Requirements & Skills

Computer Equipment Requirements

Students should verify [computer software and hardware requirements \(https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php\)](https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php) to ensure course work can be submitted successfully. Students have free access to computers at all Valencia campuses.

Canvas lists [minimum computer specifications](https://community.canvaslms.com/docs/DOC-10721) [↗](https://community.canvaslms.com/docs/DOC-10721) (<https://community.canvaslms.com/docs/DOC-10721>) and [supported browsers](https://community.canvaslms.com/docs/DOC-10720) [↗](https://community.canvaslms.com/docs/DOC-10720) (<https://community.canvaslms.com/docs/DOC-10720>) to ensure compatibility. The [Chrome browser](https://www.google.com/chrome/browser/desktop/index.html) [↗](https://www.google.com/chrome/browser/desktop/index.html) (<https://www.google.com/chrome/browser/desktop/index.html>) is recommended.

Students are also encouraged to install the Canvas app on their [Android](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) [↗](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) (<https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en>) phone or [iPhone](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) [↗](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) (<https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8>), in order to receive mobile notifications and to access your courses via your mobile device.

Note: Students have free access to computers at all Valencia campuses.

Technology Access/Skills

Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/) [↗](https://www.gcflearnfree.org/subjects/technology/) (<https://www.gcflearnfree.org/subjects/technology/>), needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

[Canvas 101 \(http://valenciacollege.edu/canvas/canvas101\)](http://valenciacollege.edu/canvas/canvas101) is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

Course Policies

Attendance Policy

Punctual and regular attendance is mandatory in this course. Students are responsible for all material covered in class.

Attendance will be taken online through the use of weekly discussion postings. Punctual and regular attendance is mandatory in this course. You should plan to engage in the Canvas course several times a week in order to complete all assignments due.

Valencia's policy is that a student will be present for all class meetings. **For an online course, a student may be withdrawn after 2 absent discussions.** Student with excessive absences, normally viewed as **3 or more absent discussions**, will cause you to automatically be dropped from the class, resulting in a failing grade, regardless of the reason, No Exceptions.

No-show Withdrawal

Valencia's policy is that any student that does not come to class during the first week will be withdrawn. Since this is an online course, you must complete the first week assignments or you will be withdrawn.

Late Work/Makeup Policy

There are no make-up exams, homework, discussions or other assignments. All assignments must be completed by Sunday, before midnight at 11:59 (except for the Final Exam which is due on the Wednesday of the final week). Discussions require an initial post and two replies. To receive full credit, **your initial post is due by Thursday of that week (unless otherwise noted) to make sure others have enough time to reply to your work.** See **Course Set-up** above for more information. *****Note: technological issues, e.g. "the system was down," is not a valid excuse so please plan to complete the lessons a day or two before the due date.** Late work will only be accepted only if a student makes a reasonable attempt to communicate with the professor and provides written documentation of a **medical emergency** or ongoing medical condition that is submitted on the first day of the student's return to the course.

Classroom Policy

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it's important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

Academic Integrity Policy

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F. Please see the college policies on Academic Honesty and Plagiarism found below for more detail and explanation.

Communication Policy

Expectations of Student

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students can expect to devote 3-9 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building \(https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php\)](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php). Some highlights from these principles are:
 - Create a hospital and accountable community
 - Suspend judgment
 - All voices have value

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments in a timely fashion. Under normal conditions, assignments will be graded within one week of the due date. Term projects may take additional time because of the breadth of these assignments.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building \(https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php\)](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php).
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [guidelines for behaviors \(https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php\)](https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php).

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

Contacting Your Instructor

You may contact me in various ways during this semester.

- You may contact me through the People Tab in Canvas. I will respond to your messages Monday-Friday, normally within 24-48 hours with the exception of days and times when the college is closed.
- If I do not respond to you in Canvas within 48 hours, or if your issue is time sensitive, you may email me at [crapp1@valenciacollege.edu \(mailto:crapp1@valenciacollege.edu\)](mailto:crapp1@valenciacollege.edu)
- In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, my Valencia phone number is (407) 582-5617, and I will be happy to talk to you during my office hours in person or through Zoom.

Extra Credit Policy


Extra credit is not normally offered in this course. Extra Credit assignments, if offered, will be designed to extend the material learned in class. Extra Credit assignments will never be made available to a single individual student without being extended to the entire class. Due dates for extra credit will be strictly enforced. Late extra credit will receive no credit regardless of the lateness policy.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\) \(http://valenciacollege.edu/ferpa/\)](http://valenciacollege.edu/ferpa/), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- [Valencia College privacy policy \(http://valenciacollege.edu/privacy/\)](http://valenciacollege.edu/privacy/)
- [Canvas privacy policy](https://www.instructure.com/policies/privacy)  (https://www.instructure.com/policies/privacy)
- [Kaltura privacy policy](https://corp.kaltura.com/privacy-policy/#:~:text=Kaltura%20Privacy%20Notices&text=processes%2C%20protects%2C%20and%20discloses%20information,Websites%20and%20the%20Kaltura)  (https://corp.kaltura.com/privacy-policy/#:~:text=Kaltura%20Privacy%20Notices&text=processes%2C%20protects%2C%20and%20discloses%20information,Websites%20and%20the%20Kaltura)

Intellectual Freedom and Viewpoint Diversity

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers' permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

Final Exam Policy

You must complete the final exam to pass this course. Failure to attempt the final will result in a failing grade for this course regardless of the total points earned during the semester.

Grading Scale

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 60-below

Grading Breakdown

- Homework..... 40%
 - Homework: Chapter Discussions and Glossary Term Blogs-25%
 - Walker/Pearson Reading, Studying Activities and Quizzes-15%
- Quarterly Exams..... 20%
- Term Projects..... 30%
 - Company Research Project
 - Resume, Cover Letter, Mock Interview
- Final Exam..... 10%

Total Percent 100%

Institutional Core Competencies

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think, Value, Communicate, and Act.**

THINK – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

VALUE – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

COMMUNICATE – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

ACT – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

College Policies

[Attendance Policy \(http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/\)](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus.

You are expected to know the professor's specific attendance policy as stated in the syllabus for each professor's course. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason

and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

[No Show Policy \(http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/\)](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show”. If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”

Withdrawal Policy

Per **Valencia policy** (<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the **Student Code of Conduct** (<https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>).

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. **Academic dishonesty** (<https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf>) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

Plagiarism

Plagiarism is the act of taking another individual’s writings or ideas and passing them off as your own. This includes directly copying even a small portion of the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to the source (meaning both with signal phrases and in-text parenthetical citations), using papers written in previous courses (self-plagiarism), and using another individual’s research without the correct attribution. Any act of plagiarism or academic dishonesty will result in an automatic failing grade on the assignment, no matter how small the infraction; to clarify, this means the assignment will receive no points. Additional action may be taken with the college’s administrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about what constitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately and we will discuss the matter. Remember, once the assignment has been submitted, there is no distinction between unintentional plagiarism and intentional plagiarism – it’s just intentional in my eyes. Students’ work will be submitted through Canvas’s plagiarism assessment tool.

Internet Research Statement

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs. For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs. However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. **The Office for Students with Disabilities (OSD)** (<http://valenciacollege.edu/osd/>) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](http://catalog.valenciacollege.edu/studentservices/baycaarestudentassistanceservices/) (<http://catalog.valenciacollege.edu/studentservices/baycaarestudentassistanceservices/>) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the [Learning Support \(https://valenciacollege.edu/students/learning-support/\)](https://valenciacollege.edu/students/learning-support/) website.

BrainFuse

As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the [Learning Support \(https://valenciacollege.edu/students/learning-support/\)](https://valenciacollege.edu/students/learning-support/) website.

Distance Tutoring & Technology Support at Valencia

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit <https://libguides.valenciacollege.edu/distancetutoring/> (<https://libguides.valenciacollege.edu/distancetutoring/>). Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

College Links

[College Catalog \(http://valenciacollege.edu/catalog/\)](http://valenciacollege.edu/catalog/)

[Valencia Policy Manual \(https://valenciacollege.edu/about/general-counsel/policy/\)](https://valenciacollege.edu/about/general-counsel/policy/)

[Student Handbook \(https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf\)](https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf)




[Microsoft Office Instructions for free software \(https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php\)](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php)


















[Course Support \(http://valenciacollege.edu/learning-support/\)](http://valenciacollege.edu/learning-support/): onsite, online tutoring, writing help, etc.




















DISCLAIMER STATEMENT





















Changes to this syllabus, schedule, and or policy may be made at any time during the course per instructor discretion. These changes will be reasonable and made in the best interest of student learning. Students will be notified of any changes either in class, through Announcements, and/or via the Canvas Inbox conversations tool. Students who have any concerns, with any changes, should discuss it with the instructor as soon as reasonably possible.












Course Summary:

Date	Details	Due
Thu Jan 11, 2024	 Intro Discussion: Required Attendance Activity (https://online.valenciacollege.edu/courses/192235/assignments/5349310)	due by 11:59pm
Sun Jan 14, 2024	 Intro Discussion Replies to Peers (https://online.valenciacollege.edu/calendar?event_id=442787&include_contexts=course_192235)	11:59pm
	 Syllabus Quiz: Required Attendance Activity (https://online.valenciacollege.edu/courses/192235/assignments/5349263)	due by 11:59pm

Date	Details	Due
Thu Jan 18, 2024	 Chapter 1 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349290	due by 11:59pm
	 Chapter 1 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442788&include_contexts=course_192235	11:59pm
Sun Jan 21, 2024	 Chapter 1 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349304	due by 11:59pm
	 Chapter 1 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349259	due by 11:59pm
Thu Jan 25, 2024	 Chapter 2 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349289	due by 11:59pm
	 Chapter 2 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442779&include_contexts=course_192235	11:59pm
Sun Jan 28, 2024	 Chapter 2 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349303	due by 11:59pm
	 Chapter 2 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349258	due by 11:59pm
Thu Feb 1, 2024	 Chapter 3 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349288	due by 11:59pm
	 Chapter 3 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442782&include_contexts=course_192235	11:59pm
Sun Feb 4, 2024	 Chapter 3 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349302	due by 11:59pm
	 Chapter 3 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349260	due by 11:59pm
Thu Feb 8, 2024	 Chapter 4 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349287	due by 11:59pm
	 Chapter 4 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442780&include_contexts=course_192235	11:59pm
Sun Feb 11, 2024	 Chapter 4 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349301	due by 11:59pm
	 Chapter 4 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349261	due by 11:59pm
	 Exam 1, Chapters 1-4 https://online.valenciacollege.edu/courses/192235/assignments/5349257	due by 11:59pm
Thu Feb 15, 2024	 Chapter 5 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349286	due by 11:59pm
Sun Feb 18, 2024	 Chapter 5 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442781&include_contexts=course_192235	11:59pm
	 Chapter 5 Glossary Term Discussion	due by 11:59pm

Date	Details	Due
	https://online.valenciacollege.edu/courses/192235/assignments/5349300	
	 Chapter 5 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349269	due by 11:59pm
	 Term Project Posting and Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349305	due by 11:59pm
Thu Feb 22, 2024	 Chapter 6 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349285	due by 11:59pm
	 Chapter 6 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442785&include_contexts=course_192235	11:59pm
	 Chapter 6 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349299	due by 11:59pm
Sun Feb 25, 2024	 Chapter 6 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349265	due by 11:59pm
	 Term Project Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442783&include_contexts=course_192235	11:59pm
Thu Feb 29, 2024	 Chapter 7 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349284	due by 11:59pm
	 Chapter 7 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442786&include_contexts=course_192235	11:59pm
	 Chapter 7 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349298	due by 11:59pm
Sun Mar 3, 2024	 Chapter 7 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349267	due by 11:59pm
	 Resume and Cover Letter https://online.valenciacollege.edu/courses/192235/assignments/5349312	due by 11:59pm
Thu Mar 7, 2024	 Chapter 8 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349283	due by 11:59pm
	 Chapter 8 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442789&include_contexts=course_192235	11:59pm
	 Chapter 8 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349297	due by 11:59pm
Sun Mar 10, 2024	 Chapter 8 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349272	due by 11:59pm
	 Exam 2, Chapters 5-8 https://online.valenciacollege.edu/courses/192235/assignments/5349268	due by 11:59pm
Thu Mar 14, 2024	 The Big Interview https://online.valenciacollege.edu/courses/192235/assignments/5349313	due by 11:59pm
Sun Mar 17, 2024	 Mock Interview Reflection https://online.valenciacollege.edu/courses/192235/assignments/5349311	due by 11:59pm

Date	Details	Due
Thu Mar 28, 2024	 Chapter 10 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349281	due by 11:59pm
	 Chapter 9 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349282	due by 11:59pm
	 Chapter 10 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442791&include_contexts=course_192235	11:59pm
	 Chapter 10 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349295	due by 11:59pm
Sun Mar 31, 2024	 Chapter 10 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349264	due by 11:59pm
	 Chapter 9 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442792&include_contexts=course_192235	11:59pm
	 Chapter 9 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349296	due by 11:59pm
	 Chapter 9 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349262	due by 11:59pm
Thu Apr 4, 2024	 Chapter 11 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349280	due by 11:59pm
	 Chapter 12 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349307	due by 11:59pm
	 Chapter 11 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442793&include_contexts=course_192235	11:59pm
	 Chapter 11 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349294	due by 11:59pm
	 Chapter 11 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349275	due by 11:59pm
Sun Apr 7, 2024	 Chapter 12 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442794&include_contexts=course_192235	11:59pm
	 Chapter 12 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349293	due by 11:59pm
	 Chapter 12 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349276	due by 11:59pm
	 Exam 3, Chapters 9-12 https://online.valenciacollege.edu/courses/192235/assignments/5349270	due by 11:59pm
Thu Apr 11, 2024	 Chapter 13 & 14 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349279	due by 11:59pm
Sun Apr 14, 2024	 Chapter 13 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349292	due by 11:59pm
	 Chapter 13 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349274	due by 11:59pm

Date	Details	Due
	 Chapter 14 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349291	due by 11:59pm
	 Chapter 14 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349277	due by 11:59pm
	 Chapters 13:14 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442790&include_contexts=course_192235	11:59pm
Thu Apr 18, 2024	 Chapter 15 Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349278	due by 11:59pm
	 Chapter 15 Discussion Replies to Peers https://online.valenciacollege.edu/calendar?event_id=442784&include_contexts=course_192235	11:59pm
Sun Apr 21, 2024	 Chapter 15 Glossary Term Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349306	due by 11:59pm
	 Chapter 15 Practice Quiz https://online.valenciacollege.edu/courses/192235/assignments/5349273	due by 11:59pm
	 Exam 4, Chapters 13-15 https://online.valenciacollege.edu/courses/192235/assignments/5349271	due by 11:59pm
Wed Apr 24, 2024	 Final Exam, Chapters 1-15 https://online.valenciacollege.edu/courses/192235/assignments/5349266	due by 11:59pm
	 "Just Ask" Term Project: Company Research and Career Plan Illustration https://online.valenciacollege.edu/courses/192235/assignments/5349308	
	 Just Ask Anything About the Course Discussion https://online.valenciacollege.edu/courses/192235/assignments/5349309	