

# VALENCIA COLLEGE

## COURSE SYLLABUS

Course:	FIN 3402 Financial Analysis and Planning
Campus:	Online – 16 weeks – 23889
Semester/Term:	Spring 2024
Credit Hours:	3
Class Meeting Day/Time:	Online
Classroom:	Online
Professor:	Jeff Fryer, MBA/MSF
Email: - Use Canvas Email	<a href="mailto:jfryer@valenciacollege.edu">jfryer@valenciacollege.edu</a> Please email me directly through Canvas
Office Hours:	Scheduled as needed
Prerequisites:	<i>A minimum grade of C in one of the following courses: MAC 1105, or APA 1111C, or ACG 2021C, or FIN 2000, or MGF 1106, or MGF 1107, or MTB 1103</i>

*I will do everything I can to provide as many helpful tips, tricks and best practices throughout the semester via Course Announcements and direct assignment feedback. Be on the lookout for these, as they will help you be in the best position for scoring success!*

### Best Practices for Discussion Assignments

- Be sure to fully understand the prompt being asked
- Locate and reference where our authors provide research/insight related to the prompt
- Add your own insight/understanding related to the prompt
- Meet all minimum content & APA reference requirements
- Submit your initial post *and* two (2) unique peer responses by the due date

### Best Practices for Exercise Assignments

- Be sure to fully understand the prompt being asked
- Locate and reference where our authors provide research/insight related to the prompt
- Add your own insight/understanding related to the prompt
- Meet all minimum content & formatting requirements; use our APA 7 template
- Submit your exercise by the due date

### Course Description

Students will learn to apply their financial skills and decision-making ability to address financial issues in a business environment. They will learn how financial markets influence their decisions and the role of financial intermediaries in these markets. Emphasis will be placed on financial and capital budgeting, working capital management, short- and long-term financing, valuation of the firm, and overall capital structure. The course will require the student to apply the time value of money through the use of present and future value scenarios.

### Course Major Learning Outcomes

Students will be able to:

- Understand and discuss the financial environment, markets, and concepts.
- Identify and understand ethical and social responsibility for publicly traded companies.
- Identify and apply financial planning and capital budgeting.
- Understand issues related to financial planning and evaluation performance.
- Analyze and evaluate the financial statements of an organization.
- Understand and apply concepts of time value of money.
- Identify and discuss international financial management differences.

## Required Text

The Open Educational Resources (OER) textbook is used for the duration of this course (No Textbook Fee)  
Courtesy of Open Texts books!



- **All** assignments derive from our [Financial Accounting](#) OER textbook.
- For all exercises and our project, be sure to use our APA 7 template provided throughout our course, which has been set-up and designed for you to be successful in meeting the formatting requirements. Failure to use the template and meet the minimum formatting requirements will dramatically impact your score.
- All assignments require proper referencing including in-text citations where required by APA requirements. Turnitin (*plagiarism checker*), will assist you prior to submitting assignments. Make sure that your submission is in the “Green”, and you’ll be in great position for full-credit eligibility.

## Course Organization

This course will be divided into weighted categories that will comprise the final grade.

Discussions	20%
Exercises	25%
Exams/Quizzes	30%
Program Portfolio Project	25%
Total	100%

General Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	60-below

## Classroom Policies

### Attendance, Assignments and Grading Information

**Schedule and Deadlines.** You may view the assignment schedule, along with assignment deadlines, on our course schedule and webpage through Canvas. We will learn how to navigate this site as a class within our first few class meetings. You can familiarize yourself with Canvas.

- Course assignments will be checked for plagiarism using the "Uni-Check" Plagiarism software, which is embedded into each assignment.
- All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty 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. Click the following link to learn more about the [Valencia College Academic Dishonesty Policy](#).
- *I will do everything I can to provide as many helpful tips, tricks and best practices throughout the semester via Course Announcements and direct assignment feedback. Be on the lookout for these, as they will help you be in the best position for scoring success!*

## Discussions

### Substantial Response

In order to be *eligible* for full credit, your initial post *is required before* viewing and responding to at least two (2) peers with *unique* responses. A *substantial response* is one that stays on topic and *fully addresses the prompt being asked* in a clear, concise, and meaningful manner. For additional clarity on the *substantial content and other requirements*, please see the guidelines below.

### Substantial Content

*Substantial Content* refers to providing relevant content toward the actual topic of the discussions. This includes quality input, questions and information in your discussion posts and responses to peers.

### Top 5 Keys to Success for Maximum Credit on Discussions

- Late submissions are ***not*** accepted for discussions as these directly relate to participation and collaboration.
- **All** assignments in our class come from our [Financial Accounting](#) OER textbook, and for academic purposes, require at least one (1) APA reference from our textbook. Your introductory discussion does not require the reference.
- **Initial Post** – **Must** be at least 150 words, not including the required reference or restating the prompt.
- **Peer Responses** – **Must** respond to two (2) peers with unique responses of **at least** fifty (50) words each.
- Direct quotes from references must be less than 10 words. Please review postings for sentence structure, grammar and punctuation errors. Plagiarized discussions will result in a "0" for the submission of this Discussion.

### **Best Practices**

- Be sure to fully understand the prompt being asked
- Locate and reference where our authors provide research/insight related to the prompt
- Add your own insight/understanding related to the prompt
- Meet all minimum content & APA reference requirements
- Submit your initial post *and* two (2) unique peer responses by the due date

### Discussion Posting Rules

- Personal attacks of other students because of their posts will not be tolerated.
- Provide clear analysis and insight into the topic or questions.
- Post original thoughts to avoid plagiarism and the penalties for plagiarism.
- Zero or minimal credit will be given to students with very FEW or NOT SUBSTANTIVE postings or who post all posts within a matter of minutes or all on the last day.
- Proof postings to eliminate offensive references, poor sentence syntax, misspelled words, etc.
- Plagiarized discussions will result in a "0" for the submission of this assignment.

## Exercises

### Minimum Requirements

Professional communication is a valued talent in the marketplace, and these exercises provide wonderful practice in preparing for those experiences.

You are required to submit a 3-Page (***Title Page, Content Page, Reference Page***), APA 7 formatted paper with substantial content. Be sure to use our APA 7 Format Made Simple template for setting up every exercise correctly. This will reduce the opportunity for missing points due to APA formatting errors.

For all exercises and our project, I have provided an APA 7 Format Made Simple template for your convenience and it is located in several areas within the course. All you have to do is edit the applicable title page content areas, meet the minimum content requirements, and submit by the due date, in order to be eligible for full credit. *Please do not lose points for failing to use the template in order to meet the minimum APA 7 formatting requirements.*

### Substantial Content

Substantial content requires staying on topic and fully addressing the assignment in a clear, concise, and meaningful manner. The deliverable length of your content must be at least 1 full page in order to be eligible for full credit.

### Top 5 Keys to Success for Maximum Credit on Exercises

- Late submissions, *no later than 5 days* after due date, will be deducted **5** points off the top
- **All** assignments in our class come from our [Financial Accounting](#) OER textbook, and for academic purposes, require at least one (1) APA reference from our textbook. The template already has this placed on it.
- You must **use the APA 7 Format Made Simple template** for all exercises. Failure to align to the APA 7 formatting guidelines will result in point deductions.
- Direct quotes from references must be less than 10 words. Please review postings for sentence structure, grammar and punctuation errors. Plagiarized discussions will result in a "0" for the submission of this assignment.
- Prior to submitting, be sure that your Turnitin % is in the "yellow" at minimum, which means that you have properly inserted citations where applicable. Too high % of scores will not be accepted. Plagiarized submissions will result in a "0" for the assignment.

### **Best Practices**

- Be sure to fully understand the prompt being asked
- Locate and reference where our authors provide research/insight related to the prompt
- Add your own insight/understanding related to the prompt
- Meet all minimum content & formatting requirements; use our APA 7 template
- Submit your exercise by the due date

### **Course Resources**

- **APA 7 Format Made Simple Template** – Use this template for all exercises and the project so that you are set-up for a successful submission from a formatting standpoint.
- [APA format assistance](#) (*Links to an external site*)
- [Purdue Owl APA Format Information & Guide](#) (*Links to an external site*)

## Exams/Quizzes

Students will be instructed in and will apply critical thinking skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.

Students will be instructed in and will apply knowledge, skills and ability to include development, interpretation, and expression of ideas through written communication.

Students are required to read and fully answer the essay questions in order to be eligible for full credit. Some essay questions require the student to provide examples to support the essay question being answered.

- Exams consist of 10 randomly selected essay questions based on the related chapter learning objectives of each module covered to that point.
- Students will have **1 attempt** to complete the exam (*no time limit*).
- Students must complete the entire exam in **1 attempt** (*If the exam or the web browsers is closed - the exam is considered completed*).

### Minimum Content Requirements for Exams/Quizzes

- **All** assignments in our class come from our [Financial Accounting](#) OER textbook, and for academic purposes, require at least one (1) APA reference from our textbook.
- Students are required to submit substantial responses to each essay question. A substantial response requires staying on topic and fully addressing the assignment in a clear, concise, and meaningful manner.
- The deliverable length of answer **must be at least 75 words** in order to be eligible for full credit, not including the required APA reference or if you restate the prompt.
- Please review your answers for grammar and punctuation errors.

## Program Portfolio Project

### Instructions

This paper is the final assignment in the course and is worth 100 points.

Write a paper reflecting on the top five things you learned in the course. The paper needs to be at least two full pages, each of the five items/concepts need to be thoroughly explained in your own words, and you should include why you think these items/concepts are important. How have you applied these concepts in your personal/professional life and how might you use these concepts in your future?

- Please do not just list five things and say they are important because you will need to know them in your career. I am looking for well-thought out and supported responses. Please attach your paper as a Microsoft Word document.
- Be sure to check your submission against Turnitin (*plagiarism checker*), as this cannot be a copy or mirror image of what you have submitted in other courses.
- For all exercises and our project, I have provided an APA 7 Format Made Simple template for your convenience and it is located in several areas within the course. All you have to do is edit the applicable title page content areas, meet the minimum content requirements and *Submit by the due date* in order to be eligible for full credit. Please do not lose points due to not using the template in order to meet the minimum APA formatting requirements.

### Minimum Requirements

You are required to submit a 4-Page (***Title Page, 2 pages of substantial content, Reference Page***), APA formatted paper with substantial content relating to the project instructions. Leverage the APA Format Made Simple Template for setting up every exercise correctly.

### Substantial Content Requirements

- For academic purposes, at least one APA formatted reference from our textbook is required.
- Project content must include the student's original thoughts based on the topics from our course textbook.
- Do not submit previously submitted projects from other classes. Students are expected to connect their projects to principles learned throughout our class together.
- Direct quotes from references must be less than 20 words. Please review postings for sentence structure, grammar and punctuation errors. Plagiarized submissions will result in a "0" for the submission of this assignment.

### Course Resources

- **APA 7 Format Made Simple Template** – This template is provided all throughout the course, and will ensure that you are in great position for meeting the formatting requirements.
- [APA format assistance](#) (*Links to an external site*)
- [Purdue Owl APA Format Information & Guide](#) (*Links to an external site*)

## Course Timelines, Deadlines, Due Dates:

What	Due Date(s)
Module 1 – Introduction Discussion & Exercise 1	January 14, 2024 by 11:59pm
Module 2 – Chapter 2 Discussion	January 21, 2024 by 11:59pm
Module 3 – Chapter 3 Exercise	January 28, 2024 by 11:59pm
Module 4 – Chapter 4 Discussion	February 4, 2024 by 11:59pm
Module 5 – Chapter 5 Exercise	February 11, 2024 by 11:59pm
Module 6 – Chapter 6 Discussion	February 18, 2024 by 11:59pm
Module 7 – Chapters 7 Discussion, Chapter 8 Exercise	February 25, 2024 by 11:59pm
Module 8 – Midterm Exam	March 3, 2024 by 11:59pm
Module 9 – Chapter 9 Exercise	March 10, 2024 by 11:59pm
Module 10 – Chapter 10 Discussion	March 17, 2024 by 11:59pm
Enjoy your Spring Break!	Spring Break! – 3/18 – 3/24
Module 11 – Chapter 11 Exercise, Chapter 12 Discussion	March 31, 2024 by 11:59pm
Module 12 – Chapter 13 Exercise	April 7, 2024 by 11:59pm
Module 13 – Chapter 14 Discussion	April 14, 2024 by 11:59pm
Module 14 – Program Portfolio Project	April 21, 2024 by 11:59pm
Module 15 – Final Exam – Due Thursday, April 25, 2024 by 11:59pm	April 25, 2024 by 11:59pm

## Make-up Exams

Make-up exams will only be given in emergency situations provided the instructor is notified in advance (*prior to the absence*). Upon approval of your absence, the exam will be placed in the testing center. Exams must be made up before the next class meeting. Any test missed will have an adverse effect on your grade, and make-up test will not be given unless approved by the professor prior to the date of the scheduled test. Proof of absence is required for make-up exams.

## Homework and Quizzes

If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent the day of a quiz, they will receive a zero. See “Assignments” for late submission information.

## Expected Student Conduct

Valencia College is dedicated, not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility of becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include: being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Policy & Procedures Manual at [Policies and Procedures](#).

## Attendance Policy

### *In-Class Attendance*

Valencia College students are held accountable for meeting all course requirements. Students must therefore realize that they are expected to attend all regularly scheduled meetings of courses in which they are enrolled. Professors will record attendance during each class session. The student is expected to carry out all assigned work and to take examinations designated by the instructor. Students are required to log on to Canvas weekly, review the week's course material and submit appropriate assignments/exams. Student assignments within Canvas are due for each module of the course. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade or being dropped from the course.

### *For Online Attendance*

For online attendance, students are required to log on weekly, review the week's course material and submit appropriate assignments/exams. Student assignments within Canvas are due for each module of the online course. Attendance will be taken based on your submitting assignments weekly. If a student fails to submit an assignment when due, the student will be marked absent for that week.

The instructor may automatically drop the student from a class when the student has missed 25 percent of the class meetings (In-Class or Online).

### *Excused vs. Unexcused Absences*

Student absences are defined as excused or unexcused. Unexcused absences are those that occur without adequate reason. Unexcused absences may be used in the computation of grades.

Excused absences are defined as absences stemming from (a) participation in college sponsored activities and (b) compelling and extenuating circumstances beyond a student's control. Documented excused absences may not be used in the computation of grades. Instructors must allow students to make up missed examinations, quizzes, writing assignments, and other course work for documented excused absences. Examples of excused absences include, but are not limited to, the following:

- Student's documented illness
- Student's documented injury
- Documented death in a student's immediate family
- Documented illness or injury in a student's immediate family
- Documented student's required military duty
- Documented student's required jury duty

Professors are not obligated to excuse an absence if a student fails to provide requested documentation after the due dates have expired. Professors also reserve the right to determine when the number of excused absences exceeds a reasonable limit to the extent that it significantly interferes with a student's satisfactory mastery of course content/skills. Excused absences do not exempt a student from course requirements, and therefore in circumstances that entail excessive excused absences the professor may reasonably recommend that a student consider withdrawal from a course.

### *Procedures for Reporting Absences*

It is the responsibility of the student, where possible, to notify instructors regarding absences for whatever reason or period of time. This should take place before leaving campus, during an illness or upon return to campus. For more information on Valencia College's Attendance Policy, click [here](#).

For additional clarification, contact your professor.

*"If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action."*

### **Email Policy**

Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student. **Due to large volumes of unsolicited email, I prefer that my students contact me directly through Canvas in order to avoid delay. I will respond within 48 hours, Monday-Friday.**



## Academic Honesty

Each student is expected to do his or her own work, unless otherwise specified. Cheating will not be tolerated and will result in an automatic “zero” on that exam or assignment. For obvious reasons, cell phones will not be permitted to be used as calculators or for any other reasons during exams. Anyone accessing their phone during an exam will receive an automatic zero for that exam. Students may not leave the classroom for any reason during exams.

### *Student Technology in the Classroom*

I understand there are many good reasons to have laptops, mobile phones, and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class.

Recognizing that it may be necessary on occasion to communicate with others during class, please do not text, email, surf, talk, or anything else while class is in session. Feel free to leave the classroom for a moment to take care of any necessary communications. If I find you are “surfing the web” and are not engaged in the class, I may ask you to put your electronic device away for the remainder of the class session and/or semester.

Florida is a “two consent” state concerning recording conversations. Students may not record their instructors, either in conversation or in class, without their consent. If you want to record a classroom conversation, you must first receive permission from everyone in the room.

## Academic Accommodations

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.

The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. See the appropriate office for more information: East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222 West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222 Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222 Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

## Student Assistance Program

Valencia College is interested in making sure 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) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. This number is also located on the back of your Valencia Student ID. Free face to face counseling is also available.

## Withdrawal Policy

The withdrawal policy deadline for the semester – See Academic Calendar “Important Dates & Deadlines” [Academic Calendar](#). 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. After this date, the grade assigned will be based on the student’s academic achievement in class and the actual work completed.

## Technical Support

If you need Canvas Technical Support, click on "Help" on the left side of the course to access the point of contact for Valencia College Technical Support or click on: [Valencia College Canvas Support](#).

- The "Help" link offers different ways to get help with Canvas, including:
  - Ask your Facilitator a Question, which allows users to send a detailed message about your course content.
  - Obtain technical assistance by clicking on Chat with Canvas Support.
  - Call 407-582-5600.
  - Click on Create a Support Ticket, and type in a detailed description of the problem.
  - Explore the Canvas Guides.
  - See [How can I get help with Canvas as a student? \(Links to an external site.\)](#) for more information, as well as this video:

## Tutoring:

All Valencia College students can now access tutors for free as often as they like. We have tutors in math, science, writing, reading and speech, accounting and economics, computer programming, English for Academic Purposes and foreign languages — and they're all just a click away. [Click here](#) for more information.

## Library:

Wishing you could visit the library? Need help with your research or maybe citing your sources? While our physical libraries are closed, our librarians are still available to support you virtually. [Click here](#) for information about our virtual libraries.

## Tech Support (NEW):

Everyone experiences technical challenges when completing assignments — whether it's a problem with Microsoft Office or confusion about uploading something in Canvas. We've got you covered. [Click here](#) to get technical support.

**If you have any questions, please make sure to contact your professor/advisor immediately.**

## **Loaner Laptops for Students:**

- Valencia is currently loaning laptops to students in need. You can request a laptop by completing the request form at <https://valenciacollege.edu/laptop>. This link will take you to the Atlas log-in screen, and then to the form. Laptops are distributed on a first come-first served basis, so if you are in need, request a laptop early!

## **Online Tools:**

- As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in [Atlas](#), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

## **Additional Student Resources:**

### ***BayCare Student Assistance Program***

BayCare is a free service available 24 hours a day, seven days a week to Valencia students. For support, advice, or someone to listen please contact the BayCare program at 1-800-878-5470. BayCare provides assistance to current students who need help resolving problems that affect their college performance such as stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues

### ***Victim Service Center of Central Florida***

Victim Service Center provides individualized services and resources to victims of sexual assault, violent crime, and traumatic circumstances, through crisis response, advocacy, therapy and community awareness.

407-254-9415

[http://www.victimservicecenter.com/ \(\)](http://www.victimservicecenter.com/)

### ***Harbor House of Central Florida***

Harbor House works to prevent and eliminate domestic abuse in Central Florida by providing critical life-saving services to survivors, implementing and advancing best practices, and educating and engaging the community in a united front.

407-886-2856

[www.harborhousefl.com \(\)](http://www.harborhousefl.com/)

### ***Help Now of Osceola***

Help Now, Inc. provides temporary safe shelter for survivors of domestic abuse facing imminent danger. Help Now is committed to supporting individuals as they establish violence-free living. Our shelter exists in an undisclosed location, and all visitors, residents, and staff must sign and uphold a confidentiality statement preventing them from disclosing the location of the shelter. Help Now will neither confirm nor deny whether any person is residing at our shelter.

Help Now Domestic Abuse Advocates provide quality domestic abuse advocacy to shelter clients and their children, as well as to individuals who call the Domestic Abuse Crisis Line. The goal of the advocate is to empower survivors to become comfortable with making decisions that are right for them.

407-874-8562

[www.helpnowshelter.org \(\)](http://www.helpnowshelter.org/)

### ***Tutoring***

[Free tutoring is available on all Valencia campuses](#)

### ***Advising and Counseling***

Advising and Counseling is a system of shared responsibilities between students and the College that results in social and academic integration, education and career plans, and the acquisition of study and life skills. [Contact an advisor through email or chat, use the GPA calculator, or find locations.](#)

## Institutional Core Competencies

The following Valencia Student Competencies will be reinforced throughout the entire course:

- 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.

## Learning Support Statement

### 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 [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring). 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.

**Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

**Hours of Operation:**  
**Monday-Friday: 8 am – 10 pm**  
**Saturday & Sunday: 9 am – 7 pm**

## Disclaimer

Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.