**Fall 2013**

**August 26 – December 15**

**SPN 1120 Elementary Spanish I
T/TH 9:50-11:30am Bldg 1 rm. 150**

**Valencia College, West Campus**

Instructor: Valeria Rivera email: vrivera64@valenciacollege.edu

Tutoring: tbd CRN: 13041

**REQUIRED TEXT:**

Libro**:** *Aventuras: Primer Curso de la Lengua Española 4th edition,* by Blanco & Donley*.* (2014)

ISBN: 978-1-61857-053-6

**Optional and/or recommended:**

* Spanish –English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).

Online Code: **Vista Higher Learning Center. The online workbook, video manual, and lab manual with audio allows you to receive immediate feedback on your work. This learning center also gives you access to textbook and Lab audio MP3s, integrated textbook activities, partnered, voice-recorded activities, and companion videos with pre- and post-viewing activities.**

*Make sure your book is not an Instructor Edition.* This will **not** be accepted in class! In addition, you need your book in class every time we meet.

**Online requirements and proficiencies:**
Internet browsing, file management, typing and word processor editing. **A computer with camera and microphone will be required for this course. If you have difficulty obtaining the proper computer equipment you may use the following computer labs:**

* **West Campus: Computer Access Lab 6-101 (located inside the library)**
* **East Campus: Language Lab 4-104 ( located inside the library)**
* **Osceola Campus: Library lab 1-131**
* **Winter Park: Library RM. 140**

**Class Etiquette**

ALL CELLULAR PHONES MUST BE TURNED OFF DURING THE CLASS PERIOD. No text messaging is allowed during class time.

**Classroom Door**

Students are responsible for closing and opening the door very diligently while class is in session.

**Computers/Tablets**

Students can bring their computers or tablets; they can be only be used **for taking Spanish** class notes.

**COURSE DESCRIPTION:**

This course is an introduction to the Spanish language and culture. It is the first class of two semesters. The purpose is to introduce you to the experience of learning a foreign language, and give you the basic tools to continue your other Spanish courses. **This class is not open to native or heritage speakers. A minimum grade of “C” is required if being used to satisfy the General Education Foreign Language proficiency**

**Method of Instruction:** The course will be taught through a combination of lecture, hands-on classroom exercises, homework assignment, and online work.

**COURSE OBJECTIVE**

It is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as some awareness of the Hispanic culture, which will allow students to continue to the next course. In addition to the competencies acquired at the end of this course, you will be expected to be able to use the target language at an intermediate - novice level at the end of the semester.

**GRADING:**

1. Attendance: Since active participation is necessary in order to improve listening and speaking skills, students will earn points in the areas of attendance and class participation. **Three ten-minute arrivals** will count as an **absence**. **Leaving** the class **early** will count as an **absence**. Make sure you arrive on time and stay until the end of class period.
2. Withdrawal Policies: If you withdraw because you cannot complete the requirements of the course, you will receive a “W”. Students may withdraw themselves until the withdrawal deadline (**November 1, 2013**). *After* the withdrawal deadline, students can no longer be withdrawn and will be awarded the grade that is earned. **Professor will not withdraw student after the withdrawal deadline.**
3. Class Participation will be graded as follows, according to whether the student:
* A Prepares for the lesson, volunteers answers, and responds correctly.
* B Responds when called upon, and provides generally correct answers.
* C Has some problem with the subject but makes an effort to prepare and respond.
* D Does not respond correctly and is not prepared for class.
* F Cannot answer questions and does other things in class.

**Class Competencies:**

This course will develop your mastery in the following areas: Reading skills (literal/critical comprehension); listening skills (literal/critical comprehension); speaking skills (composing and transmitting the message, using oral skills suitable to topic, purpose and audience).

**Grading:** Your grade will be calculated as follows for each course.

Chapter exams/quizzes 15% Oral Presentations 20%

Supersite online activities 15% Attendance/Participation 10%

Writing 15% Final Exam 25%

**GRADING SCALE:**

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

0 - 59 F

**TEACHING PHILOSOPHY**

The two primary objectives of the course are to develop communication skills in Spanish, and understand the rich culture of the Spanish-speaking world. The class will be conducted in **Spanish ONLY** in order to provide you with maximum exposure to the language and culture. You will be expected to actively participate in a variety of interactive small and large-group activities. This course is not based on lectures, but rather on student participation in different tasks that require students to use Spanish in various situations that reflect normal use of different varieties of Spanish.

**STUDENTS WITH DISABILITIES**

Students who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class. The goal at the OSD is to open doors, remove barriers and assist you in any way it can. The key to success is matching your needs to the services provided.

The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities, phone number (407) 582 2229 for more information." Location: Building 5, Room 212.

 **\* Valencia ID cards** are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**COURSE POLICIES**

* **Students are required to take full responsibility** for their success in the course. This includes knowledge of all of Valencia College’s policies, knowledge of all of this course’s policies, and being equipped and able to use the Internet.
* **Students are required to ensure that they are equipped** and ready to use materials/tools and to submit work electronically. All papers must be submitted in Microsoft Word. If students do not have the program, they can use any of the several computers available free on campus. Papers not submitted in the proper format will not be graded.
* **Students are expected to attend class.** Students who are not present in class will not earn points for completed assignments. Certainly problems such as cars breaking down, illnesses, and family emergencies come up. There is no need for students to document excused absences. Students are to take responsibility for attending all possible classes and to accept the policy that late work will not be accepted.
* **The Professor is not responsible for any technical issues.** These issues should be resolved with the help of the Blackboard Help Desk or the Academic Success Center.
* **Students are expected to keep up with assignments.** You are responsible for meeting all deadlines for Discussions, Assignments, Quizzes, and Exams.

**ACADEMIC HONESTY**

Each student is expected to be in complete honesty compliance with the college policy on academic honesty as set forth in the admissions catalog and the student handbook. Any student cheating on an exam or test will receive a zero on the exam which cannot be replaced by the final exam score, and the professor at his/her discretion can withdraw the student from the class.

**EXPECTED STUDENT CONDUCT**

Valencia Community College is dedicated to the advancement of knowledge and learning and to the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in disruption of a class to leave the class. Such students may be subject to other disciplinary action, which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college. Please read the Student Code of Conduct in the current Valencia Student Handbook.

**CLASS REQUIREMENTS**

**Chapter exams/quizzes:**

Throughout the course you will have chapter exams, at the end of each chapter. Also you will have small quizzes which will be scheduled and/or given as pop quizzes. All tests will be taken in class. The lower grade will be dropped per semester. If you miss one EXAM, it will be considered the lowest grade to be eliminated. NO MAKE-UP TEST WILL BE GIVEN regardless of excuse.

**Homework Supersite online activities:**

Vista Higher Learning is the course management system that you will use this semester for this course, it is located at [www.vhlcentral.com](http://www.vhlcentral.com). Online Student Activities are to be completed, as well as any other activities assigned on *Supersite* calendar. The activities represent extensive grammar-driven practice that will assist the student in learning. Homework will be completed on the dates that appear in the calendar. In order to receive full credit, you must receive an **average score of 80.** Other assignments might be graded differently; depending on the activity. The Professor will not remind you every day to do the Homework; it is the student’s responsibility!

**Writing:**

You will receive various writing assignments as homework or in class throughout the semester. For in class assignments, all the students must write legible and distinctly. All students are responsible for taking class notes. For homework writing assignments, students will be asked to turn a typed paragraph (7-10 lines) using 12 Times New Roman font. Writing activities are due on the day the professor specifies or students my check the syllabus.

Do not attempt to translate from English to Spanish using an automatic translator.

Being absent the day when the assignments is due, is not an excuse to not turn in you work. If a student is absent, she/he can email the assignment as long as it is in the date specified by the Professor. LATE WORK WILL NOT BE ACCEPTED. The rubric for writing assignments is attached to this syllabus.

**Oral Presentations**:

The students are required to do two individual Spanish oral presentations during the semester. Each oral presentation is at least two minutes long. It has to be in **Spanish only**, and on any topic discussed in class. Power point can be used to assist the student with visual aids. **There will be no make-up sessions for the oral**

**Attendance/Participation:**

Classroom attendance is important to academic success. Lack of attendance will result in a loss of participation points.

**Final Exam:**

Students will take one final comprehensive exam. The final exam will cover chapters 1-5. It will count 25% of grade.

**Extra Credit:**

Extra credit may be offered during the course. Assignments may include attending community activities, doing activities outside the classroom. The professor will announce the activities during the semester.

Spanish 1120

T/TH 9:50am-11:30am

Fall 2013

**Week 1**

**August 27/ Capítulo 1**

* Bienvenidos & course introduction/syllabus
	+ Preparación: ¿Hola, Qué tal?
	+ Saludos, presentaciones, ¿cómo estás?,
	+ despedidas, expresiones y títulos de cortesía.
* Activity: Introduce yourself in Spanish
* HW reading assignment (supersite or book)

 **August 29/Capítulo 1**

* A escuchar, practicar, conversar y pronunciar.
* Discuss reading assignment. Cultura: Saludos y besos en los países hispanos.
* Flash Cultura: Encuentros en la plaza (video)

**Week 2**

 **September 02**

* LABOR DAY / COLLEGE CLOSED
* DROP/REFUND DEADLINE SEPTEMBER 3

 **September 03/Capítulo 1**

* Gramática:
	+ Sujetos y Artículos (Nouns and Articles)
	+ Práctica & conversación
* Números
* Práctica & conversación

 **September 05/Capítulo 1**

* Gramática:
* Present tense of ser: subject pronouns
* Práctica y conversación
* quizz

**Week 3**

 **September 10/Capítulo 1**

* Gramática: decir la hora (telling time)
* A repasar
* Ampliación
* Lectura

**September 12/ Capítulo 1**

* Aventuras-video: Bienvenida, Marissa
* Chapter 1 Exam

**Week 4**

**September 17/Capítulo 2**

* Preparación: Las clases
	+ En la Universidad, lo cursos, en la clase, otras palabras y expresiones y los días de la semana.
	+ A escuchar, practicar, conversar y pronunciar.
* Cultura: La elección de una carrera universitaria

**Septembre 19/Capítulo 2**

* Gramática: The present tense of regular –**ar** verbs
* Práctica & conversación
* Gramática:
	+ Forming question/interrogative words
	+ Práctica & conversación
* Aventuras-video: ¿Qué estudias?

**Week 5**

**September 24/Capítulo 2**

* Flash Cultura: Los estudios
* **First Oral presentation**

**September 26/Capítulo 2**

* Gramática:
	+ The present tense of estar
	+ Práctica & conversación
* Números
	+ Práctica & conversación
	+ A repasar
* Writing assignment: ¿Qué estudias?

**Week 6**

**October 01/Capítulo 2**

* Ampliación
* Lectura y ampliación
* Aventura en los países hispanos: “Estados unidos y Canadá” p.54
* Chapters 2 Exam

**Octubre 03/Capítulo 3**

* Preparación: La familia
	+ La familia, la familia extendida, las profesiones y otras palabras.
	+ A escuchar, practicar, conversar y pronunciar.
* Aventuras-video: Un domingo en familia

**Week 7**

**October 08/Capítulo 3**

* Cultura: ¿Cómo te llamas?
* Gramática:
	+ Descriptive adjectives
	+ Práctica&Conversación
* Flash cultura: La familia

**October 10/Capítulo 3**

* Gramática:
	+ Possessive adjectives
	+ Práctica&Conversación
* Gramática:
	+ Present tense of **regular –er and ir verbs**
	+ Práctica & conversación

**Week 8**

**October 15/Capítulo 3**

* Gramática:
	+ Present tense of “tener” and “venir”
	+ Práctica & conversación
* Repasar y ampliación
* Writing assignment: “Mi familia” using possessive adjectives and present tense verbs.

**Octubre 17/Capítulo 3**

* **Bring the writing assignment**
* Lectura: “Las familias”
* Chapter 3 Exam

**Week 9**

**October 22/Capítulo 4**

* Preparación: El fin de semana
* Las actividades y las distracciones, los deportes, los lugares y otras palabras.
* A escuchar, practicar, conversar y pronunciar.

**October 24/Capítulo 4**

* Aventuras-video: Futbol, cenotes y mole
* Gramática: The present tense of **ir**
* Práctica & Conversación
* Cultura: Real Madrid y Barca: Rivalidad total

**Week 10**

**October 29/Capítulo 4**

* Gramática:
	+ Stem-changing verbs**: e→ie, o →ue**
	+ Práctica & Conversación
* Quiz

**October 31/Capítulo 4**

* Gramática:
	+ Stem-changing verbs**: e→i**
	+ Práctica & Conversación
* Gramática:
	+ Verbs with irregular **yo** forms
	+ Práctica & conversación

**WITHDRAWAL DEADLINE, NOVEMBER 1ST**

**Week 11**

**November 05/Capítulo 4**

* Flash Cultura: “Futbol en España”
* A repasar y ampliación.
* Lectura: “Guía para la semana”

**November 07**

* Aventura en los países hispanos: “México”
* Chapter 4 Exam

**Week 12**

**November 12/Capítulo 5**

* Preparación: Las vacaciones
* Las vacaciones y los viajes, ¿Qué tiempo hace?, en el hotel, las actividades,
* Las estaciones y los meses,
* Los números ordinales y otras palabras /expresiones

**November 14/Capítulo 5**

* Gramática: The present Progressive
	+ Práctica & conversación
* A escuchar, practicar, conversar y pronunciar.
* Aventuras: “¡Vamos a la playa!
* Cultura: “El camino Inca”

**Week13**

**November 19/Capítulo 5**

* Gramática: “Estar” with conditions and emotions
* Práctica & conversación
* Gramática: Comparing “ser” and “estar”
* Práctica & conversación

**November 21/ Capítulo 5**

* Flash Cultura: ¡Vacaciones en Perú!
* **Oral Presentation II**

**Week 14**

**November 26/Capítulo 5**

* Foreign Language Lab Activity

**November 27**

 **THANKSGIVING DAY/ COLLEGE CLOSED**

**Week 15**

**December 03/Capítulo 5**

* Gramática:
	+ Direct Object nouns and pronouns
	+ Práctica & conversación
* A repasar y ampliación**.**
* Lectura**: “Turismo ecológico en Puerto Rico”**

**December 05/Capítulo 5**

* **Chapter 5 Test**
* Review / Capítulos 1-5

**Week 16**

**December 10**

* **FINAL EXAM / EXAMEN FINAL**
* **LAST DAY OF CLASS/EL ULTIMO DIA DE CLASES**

 **December 12**

* **FINAL GRADES / VIEWABLE IN ATLAS**

**\*\*\*ALL ABOVE INFORMATION IS SUBJECT TO CHANCE, ANNOUNCED OR WRITTEN, AT THE DISCRETION OF THE PROFESSOR\*\*\***

**Spanish 1120 – 12986**

**Fall 2013**

**First Oral Presentation Outline**

In this assignment, you will be applying the knowledge and skills acquired in class using the vocabulary and grammar structure of the lesson (Capítulo 1) discussed. You will introduce yourself, talk about your daily activities, your classes, and your family. Your assignment is a (timed) **two-minute** oral presentation in Spanish. The presentation should contain the following information:

**Presentation:**

Introduce yourself: name, origin, age (optional)

Daily Routine: discuss what you do, using appropriate form of verbs.

Family: Introduce one (1) member of your family & discuss who she/he is and what she/he does (Do not introduce more than 1 member).

**Mandatory Visual Aid:**

You may use a poster or Power Point (highly recommended) to add clarity and interest to your speech, get attention, and set the tone.

**Nothing should be written on your visual;** only names of places and people are acceptable.

**Spanish 1120-12986**

**Fall 2013**

**Second Oral Presentation Outline**

1. This will be a team presentation.

2. The presentation is **two** minutes **each** person. A group of two will need a four-minute presentation equally divided; a group of three will need a 6 minute presentation equally divided.

3. The topic of the presentation should cover the material of Spanish 1120 using the vocabulary and grammar structure of Capítulos 1, 2, 3, & 4: The vocabulary studied thus far. If not sure of your topic, please ask your instructor.

4. With a partner, you will do a role play of your choice (with the professor’s approval). Example of topics: At a restaurant, at a movie theater, at a sport game, an interview, having a party/get together, and what you did during spring break. Although these are possible topics, do not feel that you have to pick from these suggestions.

5. The presentation is a role play that needs to be memorized.

6. Submit a rough draft to have it corrected prior to **memorization**. You may submit the draft either by e-mail (preferred) or in class. Remember to give yourself sufficient time to memorize your part.

7. **Visual aids/props are optional:** You may use a power point, posters, or pictures to add clarity and interest to your speech, get attention, and set the tone.

8. Make sure that you are **each responsible** for your own part. This is a group work and not a one-person job.

9. Please be responsible and considerate, and make this a positive experience by doing your share and staying on task with your group.

10. MOST IMPORTANTLY: Have fun with it: **be creative!**

**Active Communication Rubrics**

**Spanish 1120**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Level of achievement (Excellent) 5 - 4 points** | **Level of achievement****(Acceptable)****3 points** | **Level of achievement****(Not Acceptable)****2-1 points** |
| **Pronunciation** **&** **Fluency** | Clear pronunciation Understandable 2-3 errors in pronunciation Fluency appropriate to level | Understandable with 4-5errors in pronunciation Adequate fluency appropriate to level | More than 6 errors in pronunciation.Not understandable |
| **Organization** | Generally organized & focused Demonstrate coherence & progression of ideas | Limited organization & focus May demonstrate some lapses in coherence or progression of ideas | Disorganized & unfocusedSerious problems withcoherence and progression of ideas |
| **Vocabulary &****adherence to topic** | Use vocabulary pertaining to topic. 2-3 errors | Adequate usage of vocabulary pertaining to topic, 4-5 errors | More than 6 vocabulary errors |
| **Grammar** | Demonstrate proper use of subject/verb and gender/number agreementDemonstrate ability to form complete sentences/ 2-3 errors | 4-5errors of subject/verb; gender/number agreement but understandable4-5 errors in forming complete sentences but understandable | Inadequate demonstration of subject/verb; gender/number agreement/ more than 6 errorsInability to form complete sentences/ more than 6 errors |
| **Visuals** | Illustrate presentation well with visuals | Acceptable visuals | No visuals |

**Composition Communication Rubrics**

**Spanish 1120**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Level of achievement (Excellent) 5 - 4 points** | **Level of achievement****(Acceptable)****3 points** | **Level of achievement****(Not Acceptable)****2-1 points** |
| **Organization** | Clear supporting sentences, conclusion, and topic sentence

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

 |

 |

 | Clear topic sentence and supporting sentences | Lack of topic sentenceLack of sequenceTopic not developed |
| **Format and Mechanics****(incomplete sentences, phrases, word order)** | Complete sentencesWord order is clear.Few (no more than 2) mechanical errors (capital letters, punctuation) | Complete sentencesFew (3-4) mechanical errors | Contains more than 5 phrasesMore than 5 incomplete sentencesMore than 4 mechanical errors |
| **Vocabulary** | Proper use of topic vocabularyOrthography is correct | 2-3 errors on vocabulary usage2-3 errors on orthography | More than 5 errors on vocabulary usageMore than 5 errors on orthography |
| **Grammar** | Proper use of subject/verb agreementDemonstrating understanding of basic grammar | 1-2 errors in subject/verb agreement1-2 errors in basic grammar | More than 4 errors in subject/verb agreementMore than 4 errors in basic grammar |
| **Adherence to topic** | Stay faithful to the topicInclude all information pertaining to the topicClear transitions of ideas within the topic | Some (2-3 sentences) digression from the topicIncludes some of the information pertaining to the topicIncludes some transitions of ideas within the topic | Complete digression from topic |

**Reading Comprehension Criteria & Standards**

**Spanish 1120**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Level of achievement (Excellent) 5 - 4 points** | **Level of achievement****(Acceptable)****3 points** | **Level of achievement****(Not Acceptable)****2-1 points** |
| **Connotation** | Clear understanding of vocabulary Recognition of cognates Clear understanding of Topic sentence Ability to follow the sequence of topic sentence | Demonstrable understanding of vocabularyClear understanding of cognatesAbility to recognize the train of thought derived from the topic sentence | Lack of vocabularyLack of understanding the sequence of actions that will follow a Topic sentenceInability to recognize the theme of the Topic sentence |
| **Format and Mechanics** | Clear understanding of word order Development of sequence event through a paragraph Ability to discern a complete thought | Some understanding of word orderSome understanding of the development of a sequence of events through a paragraph | Lack of understanding of word orderLack of understanding of the development of a sequence of events through a paragraph |
| **Vocabulary** | Clear understanding of the use of topic vocabularyClear recognition of cognates | Partial understanding of the use of topic vocabularyClear recognition of cognates | Lack of understanding of the use of topic vocabulary Inability to recognize cognates |
| **Grammar** | Clear understanding of the use of subject/verb agreement Demonstrating understanding of basic grammar Clear understanding of the function of the various elements that comprise a sentence | Clear understanding of the use of subject/verb agreement Partial understanding of basic grammarPartial understanding of the function of the various elements that comprises a sentence | Inability to understand the use of subject/verb agreementInability to understand basic grammarLack of understanding of the function of the various elements that comprises a sentence |
| **Adherence to topic** | Stay faithful to the topicRecognition of all information pertaining to the topicClear transitions of ideas within the topic | Some digression from the topicRecognition of some of the information pertaining to the topicSome transitions of ideas within the topic. | Complete digression from topic |

**Spanish I - SPN 1120 - 12986**

**Fall 2013**

**STUDENT COPY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print full name) read and understand the SPN 1120 syllabus.

* I understand that it is my responsibility to arrive prepared to class (i.e. have read ahead, HW done, etc.). \_\_\_\_\_\_\_(initials)
* I understand the class’s attendance policy. \_\_\_\_\_\_\_(initials)
* I understand the Student Code of Conduct policy. \_\_\_\_\_\_\_(initials)
* I understand the class’s make up policy (i.e. no make-ups). \_\_\_\_\_\_\_(initials)
* I understand that arriving over 10 minutes late will count as an absence Three ten- minute late arrivals will count as an absence. Leaving the class early will count as an absence. \_\_\_\_\_\_\_(initials)
* I understand the class homework policy (no late HW accepted).\_\_\_\_\_ (initials)
* I understand that cellular phones are to be **turned off** and **put away** during class and all examinations. \_\_\_\_\_\_\_(initials)
* I understand that disrupting class by talking, having a cell phone ringing, or other behavior that is deemed as incompatible with a positive learning environment can result in my being asked to leave the room. Failing to do so will result in campus security being contacted. \_\_\_\_\_\_\_(initials)
* I have read and understood the VCC Student Core Competencies. \_\_\_\_\_\_ (initials)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Student VID # Print full name Date

**PURCHASING A SUPERSITE CODE**

This class requires technology access. This access allows you to complete and submit assignments and tests; access all media and study tools; receive announcements; and communicate with your instructor.

Shop smart: only buy books that include the required Supersite code!

You will spend more if you purchase the textbook and code separately. New textbooks purchased at the bookstore will include this code. Most books that are sold online or used DO NOT include the access code. Always check that what you are buying includes the code.

For value-priced packages, and free shipping, visit [**www.vhlcentral.com/store/190304**](http://www.vhlcentral.com/store/190304)

**SETTING UP YOUR ACCOUNT**

**Returning Students**

If you have an existing Supersite account for any Vista Higher Learning textbook, complete these steps:

* Go to [vhlcentral.com](http://www.vhlcentral.com/)
* Log in using your existing account information.
* Redeem your new Supersite code by clicking the "Redeem a code" link. Then complete "Step 3 - Activate Code" below.
* Enroll in your Instructor's course by clicking the "Enroll in a course" link. Then complete "Step 5 - Select a Course/Class" below.

**New Students**

If you are **new** to Vista Higher Learning, complete these steps:

**Step 1 - Go to** [**vhlcentral.com**](http://www.vhlcentral.com/register)

**Step 2 - Create an Account**

* In the "Login Information" section of the account creation page, enter a username of your choice.
* Enter the email address you would like to associate with your account.
* Enter and confirm a password of your choice.
* In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
* Select the year of your birth from the drop down list.
* Enter a student ID (optional).
* In the "Security Information" section, provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
* After you enter all of the information, click "create an account."
* Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

**Step 3 - Activate Code**

* On the code activation screen, enter your Supersite code.
* Click "activate code" to continue.
* Look for a message at the top of the screen confirming that the code was successfully redeemed.

**Step 4 - Select a School**

* Locate your school by typing your school’s name, Valencia College-West. To narrow the search results, add the city and state, Orlando, FL , (include the country, if outside of the USA.) in which your school is located.
* Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
* Select your school from the list by clicking on its name.
* Click "select school" to add the school to your account.
* Look for a message at the top of the screen confirming you successfully added the school.

**Step 5 - Select a Course/Class**

* From the list of available classes at your school for your textbook's Supersite, look for Instructor "Rivera" and the course "Elementary Spansh 1" taught between 08/26/2013 and 12/13/2013. It should look like this:

|  |  |  |
| --- | --- | --- |
| Course Name: Elementary Spanish 1 Section Name: spn 1120 TR 950 Instructor: Rivera Rivera  | Elementary Spanish … | spn 1120 T… More information |

* Click the radio button for the course section "spn 1120 TR 950." If more than one class is listed for your instructor, click the information icons in the class listings until you locate the section.
* Click Save. You should see a confirmation that you successfully enrolled in your instructor's course.