



SPA 1312 – (03 E)  
ELEMENTARY SPANISH II  
COURSE SYLLABUS: **Spring 2026**

## INSTRUCTOR INFORMATION

Instructor: Maia Lamarque, PhD  
Class meetings: MWF 10-10:50am  
Office Location: EDS 312  
Office Hours: M W 12-1pm or by appointment via Zoom.  
University Email Address: maia.lamarque@etamuc.edu  
Communication Response Time: (Important note: *I will respond to emails within 24 hours during the workweek and by the next business day on weekends and holidays.*)

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

### Required Texts/Materials

Students must purchase the *Trayectorias: español práctico* eBook, which also includes access to Connect (ISBN: **9781266019432**). On your Canvas course site, you will see a Connect Registration Sheet on which you will find a link to purchase the eBook and Connect access code directly through the publisher, McGraw Hill. Cost of the eBook: \$70.00 directly through McGraw-Hill using the link within your Spa 1312 course site. You may also purchase these materials at some bookstores. This ISBN is good for six months (one semester).

The print version of the book is optional but is not required.

### **Trayectorias: español práctico - Print Book**

PRINT spiral-bound version of *Trayectorias: español práctico*  
ISBN: 9781266922664

You are required to create a Connect student user account and purchase the required course materials in order to have access to Connect. This code also provides you with access to the E-book. You may use the E-book in class as a privilege, but your instructor reserves the right to withdraw that privilege if you repeatedly use the electronic device for non-class-related work during class time. If your E-book classroom use privilege is withdrawn, you will be required to bring a daily printout of the E-book

materials with you to class at your own cost. If you use an electronic device in class, do so responsibly, and with consideration for the rest of the classroom community!

### **Publisher Materials**

#### **McGraw Hill's Connect Registration**

All course materials (textbook, etc.) required for this course are available through our online content partner, McGraw Hill's Connect. Please access the course specific URL for your particular Spanish course section directly from your course on the D2L folder titled 'Connect Registration Sheet'.

The Connect code grants access to all the necessary online components of the course in Connect. You are required to create a Connect student user account in order to have access to Connect. Note that you must use your given name (as stated on your ) and your ETAMU e-mail to set up a *Connect* account. If not, your grades might not register. The precise URL for this course in Connect is posted on your D2L site for this course.

#### **Dictionary**

Also, referencing a good monolingual dictionary ([Real Academia - RAE](#)) will be useful for you in this course and beyond.

***Other required materials:*** Access to a computer with good audio and video interface; also recommended a good headset to complete speaking and listening activities.

### **Course Description**

Spanish 2311 continues the introduction to the Spanish language begun in SPA1311 and SPA1312 focusing on the cultures of the Spanish-speaking world as well as on the four language skills in a task-based communicative framework. SPA231 completes the introduction to basic Spanish grammatical structures while expanding language skills and cultural knowledge from previous courses. The use of the past tenses and the subjunctive mood constitute the grammar core of this course. In the language classroom, students gain an understanding of the nature of communication and the complexity of culture. The cultural component of language is of equal value to the linguistic one in learning to communicate effectively; therefore, students will also be introduced to the diverse cultures of the Spanish-speaking world. As per guidelines recommended by ACTFL, classes will be conducted using the target language as exclusively as possible (90% plus) at all levels of instruction during instructional time.

### **General Information**

During regular terms, this course meets three days a week (MWF) That said, this is a hybrid (i.e., computer-enhanced course), which means that you do a substantial portion of work outside of class using *Connect* (an online course management system: [connect.mcgraw-hill.com](http://connect.mcgraw-hill.com)). The activities in *Connect* will help you prepare for the in-class activities, which require one-on-one interaction among you, your classmates, and your instructor. See the attendance policy as attendance at class meetings are mandatory with a strict absence policy. Excessive absences will also result in additional grade-scale penalties. Excessive non-completion of Connect activities will also result in additional grade-scale penalties. Learning a language by means of a computer-enhanced course will provide the following advantages:

**Self-pacing.** You can take the time you need to do the on-line activities for the course as long as you complete the assignments before the deadlines.

**Preparedness.** Learning a language successfully requires consistent work and effort, and we therefore encourage you to have daily contact with *Connect*. Daily language practice will help you retain more than if you try to learn through last-minute cramming. Use the *Connect* site daily—not only will you come to class better prepared, but you will also greatly improve your chances of success in learning a second language.

**Immediate feedback.** *Connect* grades your homework exercises instantly and gives you the results. You can use this personalized feedback to improve your study habits and find out which concepts you might need to review.

**Easy access.** You can access your *Connect* homework from any computer with Internet access through a reliable Internet browser such as Firefox, Safari, Chrome, or Explorer.

**Class Format:** The format of this class is based on the premise that the best way to learn a foreign language is through repeated, meaningful exposure to the language and through multiple opportunities for meaningful interaction with others—even at the very beginning levels. For this reason, class time will be dedicated to communicating in the second language using the structures and vocabulary *that you have practiced in Connect prior to class*. You, the student, have an active role in class, while the role of your course instructor is that of "communication facilitator." If you need extra help with grammar and/or vocabulary, do not hesitate to see your instructor during their office hours. However, please do not expect your instructor to repeat a class for you that you have missed, or to answer questions about material in *Connect* that you have never covered yourself online. Do this work first, and then see your instructor if you have follow-up questions or if you feel you still don't have a full understanding of the information covered in that lesson. *Connect* offers many opportunities for language practice.

Your instructor will use only the target language in class—this is a deliberate element of the course design and is intended to provide increased exposure to the language. You will probably not understand everything the instructor is saying right away—but do not worry! There are many non-verbal ways of communicating, and you will be surprised to see just how much you understand early on. Coming to class fully prepared, ready to participate and to contribute, will give you a tremendous learning advantage, and will also contribute greatly to the larger classroom learning environment. On this last note, please remember to be respectful of your peers, and refrain from any behavior in class that could detract from other students' learning experience (such as eating during class, sending text messages, leaving the room frequently, talking in English, interrupting, and so forth). Your instructor reserves the right to prohibit any such behaviors that detract from the learning environment.

## COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY

### COURSE COMPONENTS & GRADING SCALE

Your final grade will be determined from the following components:

Participation / Attendance	20%
Syllabus Quiz	1%
Online <i>Connect</i> – HWActivities	10%
Online <i>Connect</i> – Adaptive Learning Assignments	10%
Online <i>Connect</i> – Quizzes	10%
Performance tasks – <i>Connect</i> – (Interpersonal speaking, Presentational speaking)	10%
Compositions – Presentational Writing Performance Tasks	10%

Oral Interviews	10%
Talk Abroad – Conversation Tables	5%
Talk Abroad – One-on-one Conversation Sessions	5%
Integrated Performance Assessments (IPA)	9%
<b>TOTAL</b>	<b>100%</b>

### Grading Scale

A	93-100	B+	88-89	C+	78-79	D+	68-69	F	0-63
A-	90-92	B	82-87	C	72-77	D	66-67		
		B-	80-81	C-	70-71	D-	64-65		

Students' grades will be rounded off to the higher grade when the grade is .50% or above (e.g., 89.50% or higher = A-; 89.49% or lower = B+). The final grade recorded in Canvas is considered the official grade. Any queries regarding your final course grade must first be addressed to your instructor.

### Grade Calculation

The grades in this course are weighted, which means that some assignments for this course count more for your final grade than others. To put this another way: Do not try and determine your current course grade simply by dividing points earned by the total number of points possible

### Participation

The success of a language course depends on the active preparation and participation of all participants. We are a learning community, and everyone else in the classroom depends on you to come prepared and ready to engage with the materials and with your peers.

Participation is an important component of your final grade. Each day your instructor will record a daily participation grade for you in their grade book. If you miss class, no participation points can be awarded for that day. Official university policy recognizes certain categories of absence as "excusable," upon the presentation of proper documentation to the course instructor. The following are the most frequently recognized categories of "excusable" absence (upon presenting sufficient documentation, as requested by the course instructor):

- Observance of religious holidays\*
- Military service or other military obligations
- Jury duty and/or other court-related appearances
- Documented appointment requiring your in-person appearance at a government embassy, consulate, or other official government office/ location.
- Doctor's visits or true medical emergencies, including severe contagious illness (such as influenza) for which you are under a doctor's care and have proper medical documentation
- Prior approved and properly documented University-sponsored activities (athletic, academic, student government, or etc.) that demand your presence.

You will be able to check your weekly participation grades . If you do not receive a grade, ask your instructor for one. If you do not agree with the participation grade, or do not understand how it was determined, speak to your instructor *immediately*. All questions regarding a particular weekly participation grade must be settled within one week of the date in question.

Daily participation will be graded according to the following scale: 2 points each day for fall/spring semesters and 6 points each day for summer sessions. Points are distributed as follows:

2 points

- Arrived on time to the classroom, attended the full class and participated in all activities using the target language *and*
- Brought or accessed all required materials (including textbook) to the class *and*
- Completed all assigned Connect assignments prior to class time *and*
- Actively contributed to a positive classroom atmosphere conducive to learning

1 point

- Did not attend the entire class *and/or*
- Was unprepared (not having completed Connect the assignments for that day) *and/or*
- Did not bring/access to required materials *and/or*
- Did not participate fully, and/or was not paying attention, *and/or*
- Did not actively contribute to a positive atmosphere conducive to learning
- Arrived late to class but less than 10 minutes late or departed early (less than 10 minutes left). (30 minutes or less late or early departure of less than 30 minutes for summer)

0 points

- Was absent or arrived late more than 10 minutes to the class session or departed more than 10 minutes early. (30 minutes or more late or early departure of 30 minutes for summer)
- Did not participate in any activities
- Behaved inappropriately in class, or was a distraction to the entire class

At the end of the semester, all students will receive additional points added to their participation grade and these points will be reflected in the last week's column of the grade center. The purpose of these points is to make up for the occasional point lost during the semester for reasons other than the excusable absences above.

### **Attendance Policy**

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. See the following information regarding penalties for absences.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, religious holy days, family emergencies, military obligation, court-imposed legal obligations, or participation in university-approved activities. Examples of university-approved reasons for absences include participating in an athletic or scholastic team, musical and theatrical performances, and debate activities, among others. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a university-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Students will NOT be exempt from this policy, except in cases that are in line with university regulations regarding attendance policy.

- A. Class Absences:** A good class environment depends on the participation and commitment of ALL students—and all of us in this learning community depend on each other’s active participation to gain meaningful language practice. Active class attendance, moreover, can boost your grade.

**GRADE PENALTIES FOR EXCESSIVE ABSENCES:** For instance, a student whose final grade (before absences) is an “A” but who has three absences for a 2-day per week course will receive one grade-scale reduction (from A to A-), and will therefore receive an A- as the final course grade. A student whose final grade (before absences) is a “B” but who has five absences for a 2-day per week course will receive three grade-scale reductions (first from B to B-, then from B- to C+, then from a C+ to a C), and will therefore receive a C as the final course grade. Also, see the section of the syllabus regarding Connect non-completions for information on how excessive Connect non-completions can also result in grade penalties. In order to not penalize students for both absences and participation, for each grade reduction, you will get back two participation points. For example, if at the end of the semester you have three grade reductions, you will receive 6 participation points back. From there, your grade reductions will apply.

- B. Late Arrivals/Early Departures:** We have a lot of ground to cover during each class meeting, and it is essential that you arrive in class on time (in addition to coming to class prepared) and remain for the entirety of the class session. Arriving late (or leaving early) makes it much more difficult for you to understand and retain the course material. Moreover, a late arrival (or early departure) disrupts the entire class (even those who did arrive on time, or well ahead of time). Because of this, late arrivals or early departures of 10 or more minutes will be recorded by the instructor, and documented as if it were an absence.

Please note that your instructor reserves the right to:

- a. deny entrance to any student arriving to class 10 minutes late or more (30 minutes for summer), and
- b. dismiss anyone from a given class whom the instructor deems as disruptive, and/ or count them as being absent for the day.

Prerequisite: SPA 1311 or approved placement of CLEP or consent of department head.

## Student Learning Outcomes

Students who successfully complete the course:

1. can communicate in spoken and written Spanish on topics of personal and general interest, in a variety of discourse formats. Level target is Intermediate-Low (ACTFL Proficiency Guidelines).
2. can understand spoken and written Spanish discourse related to general daily life topics. Level target is Intermediate-Mid (ACTFL Proficiency Guidelines).
3. can present information on topics of personal and general interest, and cultural content, using practiced phrases and simple expressions. Level target is Intermediate-Mid (ACFTL Proficiency Guidelines).

4. can select and use some communicative strategies, including: increased awareness of error; self-correction; edit own production; simplify complex expressions.
5. can demonstrate cultural awareness by describing and analyzing products and practices from diverse Spanish-speaking communities around the world, gaining insights on different cultural

### **Collection of Data for Measuring Institutional Effectiveness**

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (Institutional Effectiveness, <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

### Minimal Technical Skills

Students in this course are expected to be able to: a) manage East Texas A&M Library resources for advance academic research; b) competently use MSFT Office tools (Word, Excel, PPoint); c) access, navigate and use the diverse tools included in the course MyLeoOnline (D2L).

### Student Responsibilities

Students' participation is essential and required to succeed in this course. Students are expected to: 1) actively engage in all classroom activities, including the in-person class meetings, 2) read and prepare assigned materials by the due dates, 3) complete and submit assignments by the due date, and 4) interact with each other and the instructor regularly.

### Interaction with Instructor Statement

*a. Course communication.* Good communication in an online setting is a fundamental component of success. Please consider the different types of media available for communication with your instructor and classmates, in individual and group formats. Please follow [Netiquette rules](#) to keep our conversation professional, engaging and polite.

During the semester, we will use three main means of communication:

- *Announcements:* General tool for course communication; I will post short messages or reminders related to due dates or changes in the assignments.
- *Email:* Please only use the official East Texas A&M Leo Email to communicate with me and your classmates. I will send general emails with information related to the course, date changes, assignments modifications, etc. or with information that relate to our content. I will send individual emails as needed. I will respond to emails in 24 hs. during the work week and by the next business day on weekends and holidays.

To setup the East Texas A&M email contact **HelpDesk** [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call 903-468-6000; you may also access information at <https://leo.tamuc.edu>.

- *General Discussion Board*: Located in the “General Resources” folder, this board is open to all participants; anyone can post a comment, question or suggestion related or unrelated to the course. All students are encouraged to participate and post responses; I will visit this board regularly.

**Students are required to complete each full IPA cycle (all portions) in order to be assessed; incomplete cycles cannot be evaluated, therefore if the student misses any of the tasks, the resulting grade will be 0 (zero).**

Each IPA cycle will be evaluated with scoring rubrics that rate performance in terms of whether the task meets expectations, exceeds expectations, or does not meet expectations. More information will be presented later in the semester as well as on the “IPA” module on the course page.

## 6. Extra-credit

The Spanish Program at East Texas A&M presents a variety of events each semester and invites you to actively participate. 3 extra-points will be granted after attending the event/s and completing the assigned activities.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures

#### 1. Participation

Attendance and participation in the face-to-face / virtual sessions are fundamental to succeed in this course. You are expected to attend all class meetings. For more information, please see “East Texas A&M Attendance” in “University Procedures Policies” in the next section of the syllabus.

- Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class.
- Students who require special accommodations for religious holidays should make arrangements with their instructor during the first week of class.

#### 2. Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

#### 3. Withdraws & Incomplete grade

A student may drop a course by logging into his/her myLeo account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the web page.

I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct. Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented; students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the ‘X’ grade contract which details the coursework they need to complete to pass the class.

#### 4. Grievance procedures

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Dr. Flavia Belpoliti ([flavia.belpoliti@tamuc.edu](mailto:flavia.belpoliti@tamuc.edu)). If there are still unresolved issues, students need to schedule an appointment with the Department Head by completing a Student Grievance Form (available in the Department Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

#### 5. Extra-credit

During the semester you will invited to participate in different activities and short projects (cultural activities, film screening; virtual lectures, etc.). Up-to 3 extra-points will be granted after attending the event/s and completing the assigned activities.

### University Specific Procedures

#### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment, in the classroom and in online environments, as described in the Code of Student Conduct. For more information, please see [Student Guidebook](#). In addition, students should also consult the Rules of Netiquette for more information regarding how to interact with peers, instructors and/or administrators in an online forum:

<https://www.britannica.com/topic/netiquette>

#### East Texas A&M Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

#### Academic Integrity

*Plagiarism* is borrowing the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person’s character. Copying someone else's work or asking a friend or tutor to write your work constitutes a violation of the East Texas A&M Academic Honesty Policy. Likewise, the use of electronic media or algorithmically (AI) plagiarized work used to translate your work to Spanish is also unacceptable. Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

### Students with Disabilities - ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### Office of Student Disability Resources and Services

East Texas A&M

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

#### Nondiscrimination Notice

East Texas A&M Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

#### Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## Tentative Course Schedule

Important note: This course schedule is subject to revisions and changes as the instructor deems necessary. Any changes to the course schedule will be announced in class and on the course website.

Date		Online Submission: Deadline: 8:00am	eBook / In-Class Activities
Week 1 (12 - 16 January)	Monday		Review of rules, procedures, Connect, Hybrid format, tips for success ¡A conocernos!
	Wednesday	Because this is drop/add week, there are no Connect assignments due today; however, it is advisable to complete the Connect activities for the following sections today prior to class:	Review of rules, procedures, Connect, Hybrid format, tips for success ¡A conocernos!  <b>Chapter 4: Moviéndonos por la ciudad</b>  <b>I. Vocabulario: Pedir y dar indicaciones, Preposiciones de ubicación</b> B. ¿Dónde están estos lugares? C. Refranes  <b>II. Gramática: The verb estar</b> C. ¡A escribir! D. Narración
	Friday		Recordable Video Chat – Review task
Week 2 (19 -23 January)	Monday	<b>NO CLASS – MARTIN LUTHER KING DAY</b>	
	Wednesday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>III. Gramática: Formal Commands</b> C. Grupo turístico E. Preguntas personales D. Juegos de rol 1. ¿Cómo llegar al teatro? 2. Tomar el autobús E. Preguntas personales F. Imágenes para comentar I: 1. Pedir y dar indicaciones
<p><b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.  <b>THE FIRST CONNECT ASSIGNMENTS ARE DUE TODAY!</b></p>			

	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>IV. Vocabulario: Sustantivos, Verbos, Expresiones</b> C. Info-Gap: Navegar el pueblo D. Circunloquio
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			
<b>Week 3</b> (26 – 30 January)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>V. Gramática: Stem-changing Verbs</b> C. ¿Cómo viajas?  <b>VI. Gramática: Irregular <i>yo</i> Forms of present-tense Verbs</b> D. Juegos de rol 1. A conocer nuestro recinto 2. A conocer nuestra ciudad
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>VII. Gramática: <i>Ir, ir a + Infinitive, the Contraction <i>al</i></i></b> D. Entrevista  <b>VIII. Vocabulario: El transporte, El viaje</b> C. Imágenes para comentar II: 1. El transporte 2. El transporte 3. El viaje 4. El viaje
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>VIII. Vocabulario: El transporte, El viaje</b> C. Imágenes para comentar II: Choose one
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			

<b>Week 4</b> (2 -6 February)	Monday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>IX. Gramática: Informal Commands</b> C. En tu ciudad D. Juegos de rol 1. Comprar un billete de tren 2. En busca de burritos en San Francisco <b>X. Gramática: Adverbs</b> C. Los pasatiempos D. Actuación
	Wednesday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>XI. Conocimiento intercultural</b>  <b>XII. Vocabulario: La ciudad</b> B. Las asociaciones con los lugares C. Imágenes para comentar III 1. La ciudad 2. La ciudad  <b>XIII. Gramática: The Prepositions por and para</b> C. ¿Cómo viajas?  <b>XIV. Gramática: The Verbs saber and conocer</b> C. Tu ciudad D. Refranes  Discuss practice tasks and the performance tasks for next week
	Friday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Practice tasks</b>
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			

Week 5 (9- 13 February)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 4: Moviéndonos por la ciudad</b>  <b>XV. Vocabulario: Los números más allá del 99</b> A. Emparejar los números  <b>XVI. Gramática: Expressing Time</b> C. ¿Cuándo?  <b>XVII. Gramática: Expressions of Obligation, Preference, and Intention</b> C. ¡A mejorar tu vida!  <b>XVIII. Temas para conversar</b>  <b>XX. Module 4 – Video: Taxis en el aeroparque de Buenos Aires, Argentina</b> C. Después de mirar
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	Composition #1 in class
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Ch 4: Performance Task – Recordable Video Chat Interpersonal Speaking (With one or two other classmates)</li> <li>• --- Two rounds – edit / re-record</li> <li>• Ch 4: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)</li> <li>• --- Two rounds – edit / re-record</li> </ul>
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			

<b>Week 6</b> (16-20 February)	Monday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 5: ¡A comer!</b>  <b>I. Vocabulario: La comida, las bebidas, y el postre</b> B. ¿En qué consiste? C. Refranes I D. Imágenes para comentar I 1. Las comidas 2. Las verduras 3. Por la mañana 4. La carne y el pescado 5. Las bebidas <b>II. Gramática: Adjective Placement</b> C. ¿Cómo es?
	Wednesday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 5: ¡A comer!</b>  <b>III. Gramática: Ser and estar</b> A. Restaurante favorito  <b>IV. Vocabulario: En la mesa, en el restaurante</b> B. ¿Los hábitos y las preferencias? C. Imágenes para comentar II 1. En el restaurante 2. En la mesa  <b>V. Gramática: Expressions with Tener</b> C. Preguntas personales D. Juegos de rol I 1. Un almuerzo informal 2. En un restaurante colombiano
	Friday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	Juego de rol

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

<p>Week 7 (23 – 27 February)</p>	Monday	<p><b>All assignments due before 8:00am</b></p> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<p><b>Chapter 5: ¡A comer!</b></p> <p><b>VI. Vocabulario: Las comidas, Adjetivos y preposiciones</b> B. Situaciones</p> <p><b>VII. Gramática: The Verb Gustar</b> C. Preferencias</p> <p><b>VIII. Gramática: Past Participle Used as Adjective</b> C. Preferencias culinarias D. Entrevista E. Temas para conversar</p> <p><b>IX. Conocimiento intercultural</b></p> <p><b>X. Vocabulario: Preparar la comida, Hacer la compra</b> C. Imágenes para comentar III 1. preparar la comida I 2. preparar la comida II</p>
	Wednesday	<p><b>All assignments due before 8:00am</b></p> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<p><b>Chapter 5: ¡A comer!</b></p> <p><b>XI. Gramática: Formal Commands</b> C. Preparar la comida D. Preguntas personales - A hablar D. Preguntas personales - A escribir E. Actuación</p> <p><b>XII. Gramática: Direct Object Pronouns</b> C. Hábitos alimentarios D. Info-Gap: La lista de compras para esta semana E. Narración</p> <p><b>XIII. Vocabulario: La despensa, la receta, probar y describir la comida</b> C. Refranes</p>
	Friday	<p><b>All assignments due before 8:00am</b></p> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<p><b>Chapter 5: ¡A comer!</b></p> <p><b>XVII. Module 5 – Video: La Comida Cubana: 10 platos típicos</b> C. Después de mirar</p>

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

<b>Week 8</b> (2 - 6 March)	Monday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 5: ¡A comer!</b>  <b>XIV. Gramática: Informal Commands</b> C. ¡A preparar un plato!  <b>XV. Gramática: The Impersonal-Passive se</b> C. En la cafetería D. Circunloquio  <b>Module 5 – Video: El restaurante Pucllana</b> C. Después de mirar
	Wednesday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 5: ¡A comer!</b>  <b>Composition #2</b>
	Friday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<ul style="list-style-type: none"> <li>• <b>Ch 5: Performance Task – Recordable Video Chat</b> Interpersonal Speaking (With one or two other classmates)</li> <li>• --- <b>Two rounds – edit / re-record</b></li> <li>• <b>Ch 5: Performance Task – Recordable Video Chat</b> Presentational Speaking (Without a partner)</li> <li>• --- <b>Two rounds – edit / re-record</b></li> </ul>

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

<b>Week 9</b> (9 -13 March) <b>Spring Break</b>	Monday	<b>NO CLASSES – SPRING BREAK</b>	
	Wednesday	<b>NO CLASSES – SPRING BREAK</b>	
	Friday	<b>NO CLASSES – SPRING BREAK</b>	

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

Week 10 (16-20 March)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 6: De compras</b>  <b>I. Vocabulario: De compras, la ropa, las tiendas, el calzado, la ropa de abrigo y los accesorios</b> <ul style="list-style-type: none"> <li>¿Qué llevarías?</li> <li>Refranes I</li> <li>Imágenes para comentar I</li> </ul> <b>II. Gramática: The Verb gustar</b> <ul style="list-style-type: none"> <li>Preferencias</li> <li>Preferencias de ropa</li> </ul> <b>III. Gramática: Direct Object Pronouns</b> <ul style="list-style-type: none"> <li>Respuesta lógica</li> <li>¿Cómo se visten?</li> <li>Juegos de rol I</li> </ul> 1. A comprar ropa
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 6: De compras</b>  <b>IV. Gramática: Comparisons of Equality</b> <ul style="list-style-type: none"> <li>Tu ropa</li> <li>Narración</li> </ul> <b>V. Vocabulario: ¿Te gusta? ¿Te queda? Los colores y los estampados, y las descripciones</b> <ul style="list-style-type: none"> <li>¿Cómo es la ropa?</li> <li>Imágenes para comentar II</li> </ul> <b>VI. Gramática: Adjective Placement</b> <ul style="list-style-type: none"> <li>La ropa</li> <li>En una tienda de ropa</li> <li>¿Qué llevas puesto?</li> <li>Juegos de rol II</li> </ul> 1. En una tienda de ropa 2. Buscando un regalo
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 6: De compras</b>  <b>VII. Gramática: Comparisons of Inequality</b> <ul style="list-style-type: none"> <li>Comparaciones</li> <li>Circunloquio</li> </ul> <b>VIII. Gramática: Superlatives</b> <ul style="list-style-type: none"> <li>Precios</li> <li>¡A escribir!</li> </ul>

			D. Info-Gap Activity: La pareja de moda
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			
Week 11 (23 - 27 March)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 6: De compras</b>  <b>IX. Conocimiento intercultural</b>  <b>X. Vocabulario: Sustantivos, Verbos, Pronombre demostrativos</b> B. ¿Es una ganga, está a buen precio o es muy caro? C. Imágenes para comentar III  <b>XI. Gramática: Demonstrative Adjectives and Pronouns</b> B. ¿Cuál te gusta más? C. ¡A describir! D. Preguntas personales  <b>XII. Gramática: Ser and estar</b> C. ¡A describir! D. Juegos de rol III <ol style="list-style-type: none"> <li>En un mercado al aire libre en Bolivia</li> <li>En un mercado al aire libre en España</li> <li>En un almacén</li> </ol>
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 6: De compras</b>  <b>XIII. Vocabulario: Palabras indefinidas y negativos</b> B. ¿Son similares? C. Refranes II D. Temas para conversar  <b>XIV. Gramática: Indefinite and Negative Words</b> C. Tendencias personales  <b>XV. Vocabulario: Regalar y prestar</b> B. ¿Quién?  <b>XVI. Gramática: Present Tense of dar and decir</b> C. Respuestas personales D. Entrevista

			<b>XVII. Gramática: Indirect Object Pronouns</b> A. ¡Emparéjalas! B. Situaciones C. ¿Cómo eres?
	Friday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments  <b>XX. Vídeo. Mercado de El Rastro en Madrid</b> C. Después de mirar	• Ch 6: Performance Task – Recordable Video Chat Interpersonal Speaking (With one or two other classmates) • --- Two rounds – edit / re-record  • Ch 6: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner) • --- Two rounds – edit / re-record
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			
<b>Week 12</b> (30 March -3 April)	Monday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Composition #3</b>
	Wednesday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	<b>Chapter 7. Recapitulando</b>  <b>I. Vocabulario: Los adverbios</b> B. ¿Cuál es la verdadera historia? C. Refranes I  <b>II. Vocabulario: Narrar con el pretérito</b> B. ¿Qué has hecho?  <b>III. Gramática: Preterit of Regular Verbs</b> C. Haciendo preguntas D. Juegos de rol 1. Conversación con un amigo/una amiga 2. El verano pasado
	Friday	<b>All assignments due before 8:00am</b> • Connect Homework, Quizzes, and Adaptive Learning Assignments	Juegos de rol
<b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.			

Week 13 (6-10 April)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <b>IV. Gramática: Preterite of Stem-Changing Verbs</b> C. Algo diferente D. Juegos de rol <ol style="list-style-type: none"> <li>¿Qué hiciste ayer?</li> <li>El primer día del semestre de primavera</li> </ol> <b>V. Gramática: Preterite Spelling Changes</b> C. ¿Qué hiciste? D. Info-Gap: Un día fantástico
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <b>VI. Gramática: Preterite Irregular Forms</b> C. ¡A salir! D. Narración E. Preguntas personales F. Circunloquio
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	Open
<p><b>REMINDER!</b> Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.</p>			
Week 14 (13-17 April)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <b>VII. Gramática: Present Perfect</b> C. Tú y tus amigos D. Refranes II E. Entrevista
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <b>VIII. Gramática: Verbs that Change Meaning in the Preterite</b> C. ¡Respuestas personales D. Juegos de rol III <ol style="list-style-type: none"> <li>La última visita al restaurante</li> <li>La última vez que fuiste de compras</li> </ol>
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>XI. Vídeo: Hondureña en un programa de intercambio UGRAD</b> C. Después de mirar

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

Week 15 (20-24 April)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <b>XIII. Gramática: Expressing Time with <i>hace...que</i></b> C. ¿Hace cuánto? D. Temas para conversar E. Actuación
	Wednesday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	Composition 4 in class
	Friday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	<b>Chapter 7. Recapitulando</b>  <ul style="list-style-type: none"> <li>• Ch 7: Performance Task – Recordable Video Chat Interpersonal Speaking (With one or two other classmates)</li> <li>• --- Two rounds – edit / re-record</li> <li>• Ch 7: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)</li> <li>• --- Two rounds – edit / re-record</li> </ul>

**REMINDER!** Prior to each class period, you have on-line work that is due at 8:00 am the day of class. If you do not complete this work on time, you will receive a zero for that work. Remember that this cumulative on-line work is worth 20% of your final grade.

Week 16 (27 April - 1 May)	Monday	<b>All assignments due before 8:00am</b> <ul style="list-style-type: none"> <li>• Connect Homework, Quizzes, and Adaptive Learning Assignments</li> </ul>	Last day of class – Oral Exam Preparation

**FINAL ORAL EXAM**  
**DATE AND TIME: TBA DEPENDING ON TIME OF CLASS**  
**LOCATION: CLASSROOM UNLESS OTHERWISE NOTED**

**TECHNOLOGY REQUIREMENTS**

**LMS**

All course sections offered by East Texas A&M have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a East Texas A&M campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Browser support**

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

### **Note the following:**

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.

- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

**You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:**

512 MB of RAM, 1 GB or more preferred

Broadband connection required courses are heavily video intensive

Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

**You must have a:**

Sound card, which is usually integrated into your desktop or laptop computer

Speakers or headphones.

**\*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.**

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)  
Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

[Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)

[Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)

[Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)

[Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.