



## SUMMER 2014

ONLINE INTRODUCTORY SPANISH 101/105

COURSE CODE: **RTRARJ377**

### **COURSE DESCRIPTION AND OBJECTIVES**

Elementary Spanish 101/105 is a four-credit hour course designed to introduce you to the Spanish language, to the many facets of Hispanic culture, and to develop all language skills: ***speaking, listening, writing, and reading***. In this course you will develop your ability to communicate in Spanish in everyday situations by learning basic Spanish vocabulary. Upon completion, you will be able to comprehend and respond with grammatical accuracy to spoken and written basic Spanish and demonstrate cultural awareness. This course consists of at least 20 hours a week of online activities.



### **EQUIPMENT NEEDED**

The equipment needed for this course is:

1. **A computer/Tablet/Smartphone** with internet access. Feel free to use a tablet, or a smart phone, if it is more convenient for you. However, we do recommend a desk top or a lap top computer.

If you decide to use a tablet or a smartphone, make sure that **every once in a while you save your work on your desk top or lap top computer.**



2. **A set of headphones with a microphone.**

Many computers come equipped with their own microphones but often they are placed inside the computer too far away from the student's mouth, and due to this, the software cannot correctly "hear" what the student says, thereby hindering the learning process. That's why it is recommended to use a headset with a microphone attached to it.

### 3. TEXTBOOK

**Dos Mundos En Breve** e-version: (Textbook)

Authors are: Tracy Terrell and Andrade. **ISBN #:** 0077358589

This is an electronic textbook and will be purchased and downloaded **online** through the “**CENTRO**” web site: <http://www.mhcentro.com/books>. (The pages of the e-book are printable if needed.).

You'll need a credit/debit card to make the book's purchase. Once the purchase is complete you'll receive, from the publishing company, an e-mail with a very important piece of information: **the book key**.

For **Technical Assistance**, call: **1-650-372-4040**. Make sure you have your username ready. In case you need to get in touch with me, your instructor, you can **contact me preferably via e-mail: [aglaviano@mxcc.commnet.edu](mailto:aglaviano@mxcc.commnet.edu)** or by **phone: 860-343-5807** (I'll check my voicemail rarely over the Summer.)

#### **HOW DOES IT WORK**

All the students signed up for this course will learn Spanish as described above by using “**CENTRO**”, a sophisticated online language software engineered by MacGraw Hill Publishing Company.

**You'll log into this web site every time you will be studying Spanish**

To have access to this software, you need to do the following:

1. Click/copy and paste this link: <http://www.mhcentro.com/books> and have a credit or debit card ready.
2. Now click on: “**CREATE AN ACCOUNT**”.
3. Fill in all the blanks with your personal information.
4. Click on “**SUBMIT**”.
5. After you click on “SUBMIT”, you'll get onto another page asking for the “**COURSE CODE**” and the “**BOOK KEY**”. Enter the course code: **RTRARJ377**
6. Now, for the book key. Click on the “**BOOKSTORE**” link in the upper right hand corner of the page. The new page will ask you for the textbook information which is: DOS MUNDOS (EN BREVE),  
**IMPORTANT:** Just enter the book's title: **Dos Mundos**. Nothing else. Don't enter the authors' names either.
7. Now click on the “**SEARCH**” button. Next, scroll down and click on the “**BUY**” button next to the **3<sup>RD</sup> book from the top** (Dos Mundos en breve 4<sup>th</sup> edition”).

8. Once the purchasing process is complete, the book key will be e-mailed to you.
9. With the book key information, go back to the “My Workstation” on the “CENTRO” page where you will then enter it in.

Once you have registered and created your account, every time you'd like to log in, go to: <http://www.mhcentro.com/books>, log in, and then you can begin studying using the syllabus as your guide. (SEE BELOW)

**It is highly desirable that you start familiarizing yourself with the software as soon as possible since there is a learning curve involved with it.**

**IMPORTANT:** As soon as the semester begins, every student will be required to complete all assigned work -- just as it is done when in a "real" classroom. The software will give you precise deadlines for you assignments and quizzes.

**Once the deadline expires, you will not be able to make up the work. Please see me for extenuating circumstances.**

### **LESSON PLAN**

Every chapter and its subsequent lesson is divided into three sections:

1. Vocabulary
2. Communication activiteis
3. Grammar explanations

Every time you are studying, whether on your computer, tablet or smartphone, you need to read in Spanish out aloud and perform all listening activities with your headset.

**Remember: Spanish is a language and because of that, it needs to be spoken.**

If you are a little shy or feel “embarrassed” someone can overhear you speaking in Spanish, study in a private area where you won't feel so self-conscious. Or better yet, ask whoever is next to you to join you in on the study, adding more fun to your learning experience. 😊

To ensure you are grasping the Spanish language, which will include talking, writing and grammar, you will complete homework at the end of every study session.

**Anytime you need extra help or something more thoroughly explained, please e-mail me at ([aglaviano@mxcc.commnet.edu](mailto:aglaviano@mxcc.commnet.edu)). I'll e-mail you back as soon as I can.**

## **QUIZZES**

There will be a quiz at the end of every single chapter. Since we will be covering six chapters this semester, there are going to be 6 quizzes.

Your quizzes will be comprised of both written and oral exercises.

Your quizzes will be corrected and graded by both the online software and by the instructor and they are going to be **time sensitive**. So, make note of when you have to take your quizzes. **They will be available only for 24 hours.**

**Your final grade will be the result of the grades you earned in your quizzes and for required assignment completion. Failure to do so will result in an automatic "F".**

## **ATTENDANCE**

1. **Withdrawal**: If you plan to drop the course, pick up a withdrawal form from the Registrar's Office and have the instructor sign it. If the student does not follow this procedure, he/she will receive an automatic **F**.
2. **Incomplete**: If, for a very important reason, you cannot finish this course, you must apply for an **incomplete** by picking up an incomplete form at the Registrar's Office and having the instructor sign it. If you do not follow this procedure, you will receive an automatic **F**.

## **GRADING**

Your grading is based on the following scale:

95 - over 95=	A
90-94=	A-
86-89=	B+
85=	B
80-84=	B-
76-79=	C+
75=	C
70- 74=	C-
66-69=	D+
65=	D
60-64=	D-

Anything below 60 is equal to an F.

**IMPORTANT**: Final grades will be affected by missing homework.

## **HOMEWORK**

School assignments are useful tools. Their aim is to reinforce the textbook's information.

Homework often is used by students and faculty as a tool enabling all parties to objectively know how much and how well the textbook's contents have been absorbed.

**In case of low quiz grades and general poor lesson results, additional homework can should be requested to ensure the student has a well-rounded understanding of the material.**

To ensure you have a successful semester, each student will be given exact information about all syllabus assignments.

Because Summer time courses are accelerated in nature, everyone is required to do at least **twenty or more hours a week of work** for this course. Procrastination is the biggest problem for online students. A good way to avoid this problem is by putting together a weekly schedule and following it.

I hope you don't think that an online course is just a short cut to an easy grade, because it isn't.

In fact, thanks to the sophisticated online software we will be using this semester, **your instructor will have direct access to your account** thereby ensuring the quality of your academic work is high.

With this access, your instructor will be able to accurately know the following:

1. What day(s) and time(s) you have logged onto and off of the CENTRO web site.
2. How much time you have spent on the material to study each time you have logged on.
3. How much time you have spent on every single assignment (including the oral assignments). Your instructor will be automatically notified, by the software, if you get a "red dot" or, in other words, if you score very poorly.

All your homework is going to be divided into **WRITTEN** and **AUDIO**.

### **VERY IMPORTANT**

**ALTHOUGH THE SOFTWARE APPOINTS NUMERICAL SCORES TO EACH HOMEWORK ASSIGNMENT, THESE SCORES WILL NOT FACTOR INTO YOUR FINAL GRADE. YOUR FINAL GRADE WILL CONSIST OF HOMEWORK COMPLETION AND QUIZ SCORES. PLEASE NOTE, THERE IS A FIVE POINT PENALTY FOR EACH HOMEWORK EXERCISE NOT COMPLETED.**



## **WRITTEN HOMEWORK**

You are required to do written homework. You'll be given detailed instruction in your syllabus.

If you lost your syllabus and need a replacement, please ask. Your instructor will send you a new one immediately.

The directions about how to do your homework will be explained once you get to the assignment section of **CENTRO**. Please contact your instructor if you need help understanding homework directions.



## **AUDIO HOMEWORK**

In order to listen or speak Spanish in this course you will need to use your headphone/microphone set. Make sure that your set is plugged in to your computer or electronic device. Make sure the microphone is very close to your lips. To purchase this item, go online or to the **MxCC bookstore (860) 346-4490**. It is approximately \$20.00.

It is very possible that the first time you plug your headset into your computer/electronic device it may ask you to calibrate your headphone/microphone for better use of the software. It's a very easy and fast process. If you have any problems, just let me know or better yet call **CENTRO's Tech Support: 1-650-372-4040** (Preferred).

Once headset is ready, follow the on-screen instructions.

**All the assignments are time sensitive.** Your syllabus explains what materials you need to cover during each session, and how, and especially by when, you need to have your assignment completed. If you do not complete the assignments by the given deadline, the software will lock you out. You will be unable to retrieve the missed assignment and therefore will not receive credit for it.

Be very diligent and e-mail your instructor ([aglaviano@mxcc.commnet.edu](mailto:aglaviano@mxcc.commnet.edu)) whenever you are experiencing difficulties.

**Not understanding how the program works is no excuse for late work.**

**To find out what your homework is, please do the following:**

1. Go to “**STUDENT WORKSTATION**”
2. Click on your textbook.
3. Click on the “**MY TOOLS**” tab.
4. Click on “**CALENDAR**”.
5. Click on the day/week you are interested in.
6. The assignment will show up on the left-hand side of your screen.

Now, a new page will open up, showing you what your assignment is. Click on the underlined links to get started.

**NOTICE:** All students are required to use this **ONLINE** course in a civilized and respectful manner. All postings must be about this Spanish course. If you have any questions about student conduct, please refer to the student Handbook: [Download a copy of the 2010-2011 Student Handbook \(4.5 MB\)](#) or contact your instructor: [aglaviano@mxcc.commnet.edu](mailto:aglaviano@mxcc.commnet.edu)

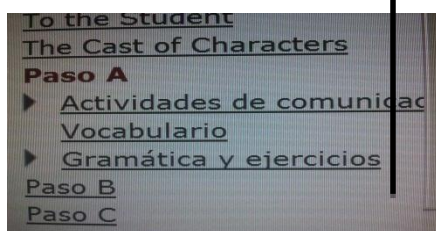
## WHAT'S ON THE SCREEN?

Once you are logged in, you'll see this:




The screen is mainly divided into two sections: on the left-hand side, you'll see book's chapters. On the top, you will see numerous tabs.

When clicking on a chapter link, (i.e. PASO A) you'll notice sublinks will also appear. See picture below.



**VERY IMPORTANT:** By clicking on these different links, you'll have access to all the topics to study and exercises to do.

Now, by clicking on the “**Vocabulario**” link, a new page will open up on your right-hand side showing a number of Spanish words. By clicking on  you can hear a speaker pronouncing each Spanish word you will find under every category.

By clicking on “**Actividades de comunicación**” you’ll see the words you listened to in the *VOCABULARIO* section used within a context.

And by clicking on “**Gramática y ejercicios**” you’ll have explanations in English of the grammar topics found in any given chapter and exercises for practice.

Your syllabus explains which link to use for every lesson.

**Each chapter is divided in precisely the same way.**

The included dictionary and verb charts, among other items, are found in the “RESOURCES” tab on top of the page. The use of the other tabs is intuitive.

**MAYO 2014**

**5/27**

**Vocabulary**

**Act. de Comunicación**

**Grammar**

**PASO A**

- Questions and Answers
- Description (Adjectives, colors and clothing)
- The colors
- Los nombres de los compañeros de clase
- ¿Quién es?
- Los Colores y La Ropa
- Introduction
- Naming and describing people
- The Spanish Alphabet
- Identifying people: the verb *SER*
- The subject Pronouns

**HW due for tomorrow:** from your Student Workstation (Main page of your e-book) click on **TOOLS** (on the left) and then on **CALENDAR**. Your assignment will show up on the left side of the screen.  
**DO NOT CLICK ON "ASSIGNMENTS.** Thank you.

**5/28**

**Vocabulary**

**Act. de Comunicación**

**Grammar**

**PASO A**

- Clothing
- Nouns relating to people
- Verbs
- Greetings and Good Byes
- Commands
- The numbers
- Los Números
- Los Saludos
- Los Mandatos en Clase
- Identifying People and Things: Gender
- Responding to instructions: Commands

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

5/29

**PASO A**  
**- QUIZ ON PASO A**

To find this quiz go to: WORKSTATION > MYTOOLS > CALENDAR. It is going to appear on the left hand -side of your screen. For the other quizzes do the same.

**No homework for next class**

5/30

**PASO B**

<b>Vocabulary</b>	- Things in the classroom - The Human Body - People
<b>Act. de Comunicación</b>	- Las cosas en el salon de clase - El cuerpo humano
<b>Grammar</b>	- Addressing others - Expressing Existence - Describing People and things: Negation

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

**JUNIO 2014**

6/2

**PASO B**

<b>Vocabulary</b>	- Descriptions - More on Numbers
<b>Act. de Comunicación</b>	- La descripción de las personas
<b>Grammar</b>	- Describing People and Things: Plural Forms - Describing People and Things: Adjective-Noun agreement

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

6/3

**PASO B**

- QUIZ ON PASO B

**No homework for next class**

6/4

**PASO C**

**Vocabulary**  
**Act. de Comunicación**  
**Grammar**

- The family
- La Familia
- Expressing Possession with the verbs *Tener* and *Ser*
- Expressing Possession with the Possessive Adjectives

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

6/5

**PASO C**

**Vocabulary**  
**Act. de Comunicación**  
**Grammar**

- Countries
- Languages
- Nationalities
- Los idiomas y las nacionalidades
- Expressing age with the verb *Tener*
- Adjectives of nationalities

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

6/6

**PASO C**

**Vocabulary**  
**Act. de Comunicación**  
**Grammar**

- Adjectives/Marital Status
- The Numbers (70-110)
- Los Números (10-110)
- Present tense of Regular verbs ending in **-AR**

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

**6/9****PASO C****- QUIZ ON PASO C****No homework for next class****6/10****PASO C**

**Video Activity:** Click on the *VIDEO* tab from your workstation. Select the “**Escenas en contexto**” video you find in the PASO C section. Watch as many times as you deem necessary.

**HW:** Watch the video and then press the “PLAY GAME” button. Make sure your answers match with the solutions provided to you by the software.

**6/11****CAPÍTULO 1****Vocabulary**

- Months of the year
- Seasons of the Year
- Days of the Week

**Act. de Comunicación**

- Las fechas y los cumpleaños

**Grammar**

- Number from 100-1000
- Present Tense of –ER and –IR verbs

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

**6/12****CAPÍTULO 1****Vocabulary**

- Personal Data
- Time expressions

**Act. de Comunicación**

- Datos Personales: El teléfono y la Dirección
- La Hora

**Grammar**

- Asking questions
- Telling Time

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

**6/13****Vocabulary****CAPÍTULO 1**

- Sports
- Leisure time Activities
- Las actividades favoritas y los deportes
- Expressing Likes and dislikes

**Act. de Comunicación****Grammar**

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

**6/16****CAPÍTULO 1****- QUIZ ON CAPÍTULO 1**

**No homework for next class**

**6/17****CAPÍTULO 1**

**Video Activity:** Click on the VIDEO tab from your workstation. Select the “Escenas en contexto” video you find in the **CAPÍTULO 1** section.

**HW:** Watch the video as many times as you deem necessary. Then press the “PLAY GAME” button. Make sure your answers match with the solutions provided to you by the software.

**6/18****CAPÍTULO 2****Vocabulary**

- Activities
- School Subjects

**Act. de Comunicación**

- Los Planes
- Las Clases

**Grammar**

- Expressing Future Plans: *Ir + a + Infinitive*
- Sequencing: Ordinal Adjectives

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

6/19

## CAPÍTULO 2

### Vocabulary

- The Weather
- Places
- Other useful verbs
- Ordinal Numbers (1<sup>st</sup>- 10<sup>th</sup>)

### Act. de Comunicación

- Las Preferencias y los Deseos
- El Tiempo

### Grammar

- Stating Preferences and Desires
- Demonstrative Adjectives

**HW due for tomorrow:** from your Student Workstation click on **TOOLS** and then on **CALENDAR**. Your assignment will show up on the left side of the screen.

6/20

## CAPÍTULO 2

Use this day to review Chapter 2

6/23

## QUIZ ON CAPÍTULO 2

6/24

## CAPÍTULO 2

**Video Activity:** Click on the VIDEO tab from your workstation. Select the “Escenas en contexto” video you find in the **CAPÍTULO 1** section.

**HW:** Watch the video as many times as you deem necessary. Then press the “PLAY GAME” button. Make sure your answers match with the solutions provided to you by the software.

**6/25**

**CAPÍTULO 3**

**Vocabulary**

- Places in the City
- Origins

**Activ. de comunicación**

- Los lugares

**Grammar**

- Referring to Objects already Mentioned:
- Direct Object Pronouns *lo, la, los, and las*
- Asking and Answering Questions

**HOMEWORK:** Go to the CENTRO web site and log in. Go to your workstation, then click on "MYTOOLS" and then on "CALENDAR". The homework will be showing on your computer screen. Click on the various links and follow directions. Your deadline for your HW is **6/19**.

**6/26**

**CAPÍTULO 3**

**Vocabulary**

- Foods and Beverages

**Activ. de comunicación**

- ¿De dónde es usted?

**Grammar**

- Talking about Location and Origin: *estar en, ir a, and ser de*

**HOMEWORK:** Go to the CENTRO web site and log in. Go to your workstation, then click on "MYTOOLS" and then on "CALENDAR". The homework will be showing on your computer screen. Click on the various links and follow directions. Your deadline for your HW is **6/20**.

**6/27**

Use this day to review the contents of Chapter 3

**HOMEWORK:** No homework

**6/30**

**CAPÍTULO 3**

- Quiz on CAPÍTULO 3

**JULY 2014**

**7/1**

**End of the semester**

