

Imperial Valley College
Spanish 100 Spring 2010
Hybrid-Course Syllabus

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Office Hours:
M-TH: 8:00-8:30 A.M.
M: 1:00-3:00 PM & **F:** ONLINE 9:00-10:00 AM
Span 100: CRN 20380
5 units

<http://ivc.mediasite.com/ivc/Viewer/Viewers/Viewer320TL.aspx?mode=Default&peid=3962bc55-29d4-4ff6-90f3-a5324d53dbe7&pid=ce0aab21-2f21-4dac-b72c-a0021dad6194&playerType=WM7>

Bienvenidos a la clase de español 100 (curso híbrido)

COURSE DESCRIPTION

COURSE DESCRIPTION: Prerequisites: The student must be able to speak and read English. Not open to students with native ability in Spanish. (See SPAN 220/Formerly SPAN 20A). For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended. The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. Additional language structures and vocabulary for communication are examined and explored **IN SPANISH**. We will cover Lessons 1 through 6 of the text EN LINEA.

OBJECTIVES

Student:

- Student will distinguish and appropriately use formal and casual language.
- Student will demonstrate good command of verb forms and tenses according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
- Student will demonstrate good command of verb forms and tenses according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
- Student will demonstrate knowledge of appropriate cultural behavior.
- Apply and reinforce the following technologies: Etudes, Microsoft Word, and email.

STUDENT LEARNING OUTCOMES

- STUDENT LEARNING OUTCOMES(SLO's): By the conclusion of this course the students should be able to research, organize and communicate cultural information about a Spanish-speaking country.
Assessment Tool: Oral Presentation Rubric
Institutional Outcomes: ISLO1, ISLO4, ISLO5

ONLINE REQUIREMENTS

Students must...

- Possess reliable access to computing resources. Have the minimum hardware, software, and browse;
- Understand basic personal computer operations. Students should be familiar with Microsoft Word and Etudes
- Be familiar with the internet. Know how to browse, search, and download;
- Read for information effectively and follow instructions;
- Actively and persistently communicate with the instructor.
- Be willing and able to make weekly progress on the course work.
- Be prepared to spend an adequate amount of time to complete the work for the term.
- Must have access to a computer that can run a recent version of either Netscape Communicator or Microsoft Internet Explorer Internet browsers. Your computer must have an integrated microphone in order for you to complete all the oral tasks.
- Meet the following software's minimum requirement: IBM-Compatible PC; Microsoft Windows 98, 2000, ME, NT, or XP; 133 MHz Pentium or faster processor; Sound Card & Speakers; 56.6 Kbp/s or faster modem --OR-- Cable/DSL modem
- Reading assignments in the Lecture Materials list, including links to other resources.
- **Participation in the online discussions and collaborative project on a regular basis. If you do not participate for two consecutive weeks and I do not hear from you, I will assume you are not an active student and you will be dropped.**
- Completing all homework and projects by the due dates (usually by Sunday midnight for the week in which task was assigned). Late work is not accepted.
- Using the class web pages will be the equivalent of attending class. You will be expected to view the pages on a regular basis (at least several times per week). You will be responsible to post in the discussion area at least twice a week. It is a good idea to post once at the beginning of the week and again after the middle of the week to allow interaction between all students from the class.
- Because this is a 16 week course for five units, you should plan on doing approximately 7-10 hours of work weekly.

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COURSE MATERIALS

Required:

- Textbook: EN LINEA
- E-Book

Optional:

- Spanish/English Dictionary

STUDENT EXPECTATIONS

College Policy:

You must adhere to the policy statements within the current *Imperial Valley College Catalog* and *Student Policy Manual*, especially sections regarding *Students' Rights and Responsibilities*, *Student Conduct Standards and Discipline*, and *Student Services*. Further, to ensure that both face-to-face and virtual classroom environments are conducive to learning, you are also required to read and sign the syllabus for Spanish 200 on the first day of class.

Support Services:

Although below I describe two very important student services (Academic Success Center and Disability Support Services), Imperial Valley College also provides a multitude of learning and support services, including: AmeriCorps/Service Learning, Career Center, Counseling and Personal Development, Women's Resource Center, EOPS, Evaluations, Financial Aid, Outreach Services, Academic Success Center, Student Employment Services, Transfer Center, Veterans Services, and Tutoring Center. I encourage you to visit Imperial Valley College's *Student Services* link and learn more about each.

Help Desk Information:

In person from 8:30-4:30 in building 1501

Martha Olea

Phone: 259-3419

Email: Martha.olea@imperial.edu

- Accommodations Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSPS) office as soon as possible. The DSPS office is located in the Health Sciences Building, room 2117. The telephone number is 355-6312.

Participation/Asignaturas/Homework:

Since this is a hybrid course (face-to-face and online), it's essential that students participate on the Discussion Board (I expect well thought out answers in complete sentences since these assignments will be graded) and complete assignments. Attendance is mandatory for schedule meetings with the instructor. As a student your time will be spent largely on learning and applying the content and skills that you have learned. Therefore, your success is largely dependent upon your ability to manage your time, complete your assignments, as well as online activities, collaborate with your peers online (via discussion board), use the instructor as a learning resource, and check Etudes announcements.

- *Note:* You should be realistic when designing your course schedule by considering all other responsibilities (i.e. family and work). Students need to understand that we are only meeting one more time (final exam) that means that you have to read and complete all the assignments in order to be successful in this class.

Students' Responsibilities:

You will know in advance all the assignments that you have to complete and the due date, no late assignments will be accepted for the course. Improving your skills in the acquisition of Spanish efficiency and fluency depends upon your **consistent participation** in our online modules and activities, **practicing** the skills presented, and **asking questions** if you do not understand. You are strongly encouraged to email, call, or see me whenever you encounter any difficulties or have questions about the class or a specific assignment. You should be aware that the progress you make in this course is a direct reflection of the effort expended by you on your own.

GRADED ASSIGNMENTS & TESTS

Teaching you and your classmates to become critical readers, reflective thinkers, confident speakers, respectful listeners, courageous risk-takers, and effective writers is what I hope to achieve in this course. The following assignments, activities and tests will help you develop these skills.

Written assignments:

You will be assigned several written (Escrituras y Asignaturas) tasks throughout the course. The instructor will assign the topics for these written tasks. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned every week. Be careful these written activities will be grade based in their content such as style, use of the vocabulary and grammar. For these assignments, don't open them, if you are not ready to complete them since Asignaturas and Escrituras are timed.

Oral Presentation:

You will prepare several oral presentations (Discusiones/Comparaciones y preguntas personales). The instructor will assign the topics. Oral tasks will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the **target language**. Details on this assignment will be given on later day.

Quizzes & Tests:

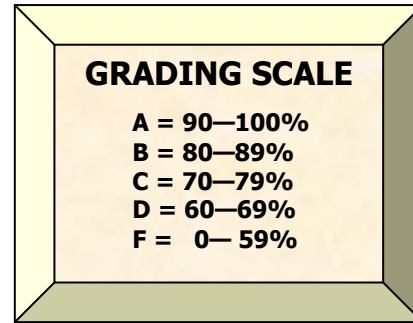
There are quizzes in Etudes and EN LINEA (in each lesson contextos and estructura per each lesson we will cover). Please know that I realize that in life there are many situations that occur, like submitting incomplete assignments, the browser accidentally shutting down while you are taking a quiz being sick or having an illness or a death in the family. Taking in consideration these situations, I will drop the lowest score in Etudes and EN LINEA but be careful since I won't reset any assignments, quizzes. There is a midterm and a final exam for this course.

Academic Honesty Statement:

Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting, as one's own, the ideas or work of another. Cheating of any kind may result in a penalty ranging from a grade of zero for the work in question to a grade of "F" in the course. Refer to I.V.C. Catalog for more information about academic honesty procedures on cases of cheating or plagiarism.

Final Grade:

- | | |
|---|-------------|
| <input type="checkbox"/> Online Quizzes : Etudes/EN LINEA | 10% = _____ |
| <input type="checkbox"/> Orales | 5% = _____ |
| <input type="checkbox"/> Presentación oral | 5% = _____ |
| <input type="checkbox"/> EN LINEA Activities | 10% = _____ |
| <input type="checkbox"/> Discussions: | 10% = _____ |
| <input type="checkbox"/> Midterm Exam | 25% = _____ |
| <input type="checkbox"/> Escrituras/asignaturas: | 10% = _____ |
| <input type="checkbox"/> Final Exam: | 25% = _____ |



IMPORTANT DATES:

- | | |
|-------------|---|
| February 27 | Deadline to add/pay for a class and be eligible for a refund. |
| February 28 | Deadline to drop without a "W" |
| April 30 | Midterm from 9:00-11:00 a.m. |
| May 15 | Withdrawal deadline |
| June 4 | Final Oral presentation |
| June 11 | Final Exam from 9:00-11:00 a.m. |

IMPORTANT NOTE:

Your instructor reserves the right to amend any aspects of this outline
 It is your responsibility to keep track of changes announced in class
 Any necessary changes to the course syllabus will be posted on Etudes

CRONOGRAMA TENTATIVO DEL CURSO

Semana 1 Lección 1: Del 19 al 26 de febrero

<http://books.quia.com>

A PRIMERA VISTA

- 1) Contextos
 - a) Tutorial 1-2; Práctica 1-3 y 5
 - b) Fotonovela
 - a) Steps 1-4; ¿Qué pasó? 1-2
- 2) Pronunciación
 - a) Práctica y Refranes
- 3) Cultura
 - a) Perfil; Actividad 1
- 4) Estructura
 - a) 1.1 Tutorial ¡Inténtalo! Práctica 1-2
 - b) 1.2 Tutorial ¡Inténtalo! Práctica 1-3
- 5) Adelante
 - a) Lectura Steps 1-4
 - b) Escritura Steps 1-3
 - c) Escuchar Steps 1-4

<http://etudes-ng.fhda.edu/portal>

<http://books.quia.com>

- 1) Prueba 1 : articulos definidos e indefinidos
- 2) Discusión: ¿Quién eres, tú? O ¿Quién es Ud.?
Y las clases
- 3) Oral 1: Record the questions your answers in
En pantalla Actividad 2 instead of un comercial
- 3.
- 4) Prueba 2 : vocabulario
- 5) Asignatura 1: Redacción

Semana 2 Lección 1: Del 27 de febrero al 5 de marzo

<http://books.quia.com>

- 1) Contextos
 - a) Tutorial 1-3; Práctica 4 y 6
 - b) Take quiz in Step 5
- 2) Fotonovela
 - a) Steps 1-4; ¿Qué paso? 3-4
- 4) Cultura
 - a) Perfil, Actividad 2-3
- 5) Estructura
 - a) 1.3 Tutorial ¡Inténtalo! Práctica 1-3
 - b) 1.4 Tutorial ¡Inténtalo! Práctica 1-2

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 3 :SER
- 2) Discusión: "Las plazas"
- 3) Oral 2: 1.3 Comunicación 4.
- 4) Prueba 4: La hora
- 5) Escritura I: Redacción

4 y 7

- c) Take quiz in Step 6 1.1-1.4
- d) Recapitulación

6) Adelante

- a) En pantalla Steps 1-3; Actividad 1-2*
- b) Oye cómo va Steps 1-3; Actividad 1-2
- c) Panorama Steps 1-4

Semana 3 Lección 2: Del 6 al 12 de marzo

<http://books.quia.com>

A PRIMERA VISTA

1) Contextos

- a) Tutorial 1-3; Práctica 1-5

2) Fotonovela

- a) Steps 1-4; ¿Qué pasó? 1-2

3) Pronunciación

- a) Steps 1-4

4) Cultura

- a) Steps 1-3, Perfil y Actividad 1-2

5) Estructura

- a) 2.1 Tutorial ¡Inténtalo! Práctica 1-3
- b) 2.2 Tutorial ¡Inténtalo! Práctica 1-2

6) Adelante

- a) Lectura Steps 1-4 Estrategia
- b) Escritura Estrategia
- c) Escuchar Steps 1-4

Semana 4 Lección 2: Del 13 al 19 de marzo

<http://books.quia.com>

1) Contextos

- a) Práctica 6-9
- b) Take quiz in Step 5

2) Fotonovela

- a) Steps 1-4; ¿Qué pasó? 3

3) Cultura

- a) Steps 1-3, Actividad 3 *

4) Estructura

- a) 2.3 Tutorial ¡Inténtalo! Práctica 1-3
- b) 2.4 Tutorial ¡Inténtalo! Práctica 1-3
- c) Take quiz in Step 5 2.1-2.4
- d) Recapitulación

5) Adelante

- a) En pantalla Steps 1-3 Actividad 1-2
- b) Oye, cómo va Steps 1-3 Actividad 1-2
- c) Panorama Steps 1-4

Semana 5 Lección 3: Del 20 al 26 de marzo

<http://books.quia.com>

A PRIMERA VISTA

1) Contextos

- a) Tutorial 1-3 Práctica 1-3

2) Fotonovela

- a) Steps 1-4, ¿Qué pasó? 1-2

3) Pronunciación

- a) Steps 1-3

4) Estructura

- a) 3.1 Tutorial ¡Inténtalo! Práctica 1-3
- b) 3.2 Tutorial ¡Inténtalo! Práctica 1-3

5) Adelante

- a) Lectura Steps 1-4
- b) Escritura Steps 1-3

Semana 6 Lección 3: Del 27 de marzo al 4 de abril

<http://books.quia.com>

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 5 : presente -ar

- 2) Prueba 6 : gustar

- 3) Discusión: Entrevista en el ciberespacio

- 4) Oral 3: Estructura 2.1 Comunicación 5

“Describir”,

- 5) Asignatura 2: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 7: -ar

- 2) Prueba 8: estar

- 3) Discusión: 2.3 ESTRUCTURA

Comunicación 4 ¿Dónde estás...?

- 4) Oral 4: Fotonovela : ¿qué pasó? 4 Preguntas personales

- 5) Escritura 2: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 9: ser y los adjetivos

- 2) Prueba 10: posesivos

- 3) Discusión: 3.1 Comunicación 5 Anuncio

- 4) Oral 5: Estructura 3.2 Síntesis “Describe a tu familia”

- 5) Asignatura 3: Redacción

Imperial Valley College

Spanish 100 Spring 2010

Hybrid-Course Syllabus

- 1) Contextos
 - a) Práctica 3-4
- 2) Fotonovela
 - a))Steps 1-4, ¿Qué pasó? 3
- 3) Cultura
 - a) Steps 1-3 Actividad 1-2
- 4) Estructura
 - a) 3.3 Tutorial ¡Inténtalo! Práctica 1-3
- 5) Adelante
 - a) Escuchar Steps 1-4
 - b) En pantalla Steps 1-3 Actividad 1

Semana 7 Sprig break: Del 5 al 9 de abril

Semana 8 Lección 3: Del 10 al 16 de abril

<http://books.quia.com>

- 1) Contextos
 - a) Práctica 5-6
 - b) Take quiz in Step 5
- 2) Cultura
 - a) Steps 1-3 Actividad 3
- 3) Estructura
 - a) 3.4 Tutorial ¡Inténtalo! Práctica 1-3
 - b) Take quiz in Step 6 3.1-3.4
 - c) Recapitulación
- 4) Adelante
 - a) Oye cómo va Actividad 1-2
 - b) Panorama Steps 1-4

Semana 9 Lección 4: Del 17 al 23 de abril

<http://books.quia.com>

- A primera vista
- 1) Contextos
 - a) Tutorial 1-3 Práctica 1-2
 - 2) Fotonovela
 - a) Steps 1-4 ¿Qué pasó? 1-2
 - 3) Pronunciación
 - a) Steps 1-4
 - 4) Cultura
 - a) Steps 1-3 Actividad 1-2
 - 5) Estructura
 - a) Tutorial ¡Inténtalo! 4.1 Práctica 1-3
 - 6) Adelante
 - a) Lectura Steps 1-4
 - b) Escritura Steps 1-3

Semana 10 Lección 4: Del 24 al 30 de abril

<http://books.quia.com>

- 1) Contextos
 - a) Tutorial 1-3 Práctica 3-4
- 2) Fotonovela
 - a) Steps 1-4 ¿Qué pasó? 3
- 3) Pronunciación
 - a) Steps 1-4
- 4) Cultura
 - a) Steps 1-3 Actividad 3
- 5) Estructura
 - a) 4.2 Tutorial ¡Inténtalo! Práctica 1 y 3
 - b) 4.3 Tutorial ¡Inténtalo! Práctica 1, 3 y 4
- 6) Adelante
 - a) Escuchar Steps 1-4
 - b) En pantalla Steps 1-3 Actividad 1-2

Semana 11 Lección 4: Del primero al 7 de mayo

<http://books.quia.com>

- 1) Prueba 11 : -ir y -er
- 2) Prueba 12: Presente de indicativo
- 3) Discusión : 3.3 Comunicación 4 Entrevista
- 4) Oral 6: Contextos Comunicación 7 Preguntas personales
- 5) Asignatura 4 : Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 13: vocabulario
- 2) Prueba 14: tener y venir
- 3) Discusión: La familia y sus actividades
- 4) Oral 7: Preguntas Comunicación 5 3.4
- 5) Escritura 3: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 15: Presente de indicativo
- 2) Prueba 16: ir
- 3) Discusión: 4.1 Síntesis 6 El fin de semana
- 4) Oral 8: Comunicación
- 5) Asignatura 5: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 17: Verbos con cambio en la raíz
- 2) Prueba 18: Verbos con cambio en la raíz
- 3) Discusión: Cultura ¿quién es? En español
- 4) Oral 9: Comunicación
- 5) Asignatura 6: Redacción

<http://etudes-ng.fhda.edu/portal>

A PRIMERA VISTA

1) Contextos

- a) Comunicación 5-7
- b) Take quiz in Step 5

2) Fotonovela

- a) Steps 1-4 ¿Qué pasó? 4

7) Cultura

- a) Steps 1-3 Conexión Internet

3) Estructura

- a) 4.4 Tutorial ¡Inténtalo! Práctica 1-3
- b) Take quiz in Step 6 4.1-4.4
- c) Recapitulación

4) Adelante

- a) Oye cómo va Steps 1-3 Actividad 1-2
- b) Panorama Steps 1-4

Semana 12 **Lección 5: Del 8 al 14 de mayo**

<http://books.quia.com>

A primera vista

1) Contextos

- a) Tutorial 1-3 Práctica 1-4

2) Fotonovela

- a) Steps 1-4 ¿Qué pasó? 1-2

3) Pronunciación

- a) Steps 1-4

4) Estructura

- a) 5.1 Tutorial ¡Inténtalo! Práctica 2-3
- b) 5.2 Tutorial ¡Inténtalo! Práctica 1-3

5) Adelante

- a) Lectura Steps 1-4
- b) Escritura Steps 1-3

Semana 12 **Lección 5: Del 9 al 15 de mayo**

<http://books.quia.com>

1) Contextos

- a) Práctica 5-8

2) Fotonovela

- a) Steps 1-4 ¿Qué pasó? 3

3) Cultura

- a) Steps 1-3 Actividad 1-2

4) Estructura

- a) 5.3 Tutorial ¡Inténtalo! Práctica 1-3

5) Adelante

- a) Escuchar Steps 1-4 Comprensión 1-2
- b) En pantalla Steps 1-3 Actividad 1-2

Semana 13 **Lección 5: Del 16 al 21 de mayo**

<http://books.quia.com>

A PRIMERA VISTA

1) Contextos

- a) Práctica 9-11
- b) Take quiz in Step 5

2) Estructura

- a) 5.4 Tutorial ¡Inténtalo! Práctica 1-3
- b) Take quiz in Step 6 5.1-5.4

- c) Recapitulación

3) Adelante

- a) Oye cómo va Steps 1-3 Actividad 1-2
- b) Panorama Steps 1-4

Semana 14 **Lección 6: Del 22 al 28 de mayo**

<http://books.quia.com>

A PRIMERA VISTA

1) Contextos

- 1) Prueba 19 : Presente de indicativo

- 2) Prueba 20: Verbos yo

- 3) Discusión: Las vacaciones

- 4) Oral 10: Comunicación

- 5) Escritura 4: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 21: ser y estar

- 2) Prueba 22: Presente progresivo

- 3) Discusión : ¿Ser y estar?

- 4) Oral 11: Comunicación

- 5) Asignatura 7: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 23 : Ser y estar

- 2) Prueba 24: Presente de indicativo

- 3) Discusión: Comunicación 7 Síntesis, escriban el diálogo

- 4) Oral 12: Comunicación

- 5) Asignatura 8: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 25 : El pronombre directo

- 2) Prueba 26: El pronombre directo

- 3) Discusión: Escriban diálogo Fotonovela ¿Qué pasó? 4 Conversar

- 4) Oral 13: Comunicación

- 5) Escritura 5: Redacción

<http://etudes-ng.fhda.edu/portal>

- 1) Prueba 27: Saber o conocer

- 2) Prueba 28: El objeto indirecto

a) Tutorial 1-3 Práctica 1-3

2) Fotonovela

a) Steps 1-4 ¿Qué pasó? 1-2

3) Pronunciación

a) Steps 1-4

4) Estructura

a) 6.1 Tutorial ¡Inténtalo! Práctica 1-2

b) 6.2 Tutorial ¡Inténtalo! Práctica 1-2

5) Adelante

a) Lectura Steps 1-4

b) Escritura Steps 1-3

3) Discusión: El centro comercial

4) Asignatura 9: Redacción

Semana 15 Lección 6: Del 29 de mayo al 4 de junio

<http://books.quia.com>

1) Contextos

a) Tutorial 1-3 Práctica 3-4

b) Take quiz in Step 5

2) Fotonovela

a) Steps 1-4 ¿Qué pasó? 3-4

3) Cultura

a) Steps 1-3 Actividad 1-2

4) Estructura

a) 6.3 Tutorial ¡Inténtalo! Práctica 1-3

b) 6.4 Tutorial 1 Práctica 1-2

c) Take quiz in Step 5 6.1-6.4

d) Recapitulación

<http://etudes-ng.fhda.edu/portal>

1) Prueba 29: Pretérito

2) Prueba 30: Adjetivos demostrativos

3) Discusión: Cultura Act 3 Mi almacén favorito

4) Oral final

Course: SPANISH 100 HYBRID COURSE CRN: 20380 SPRING 2010

Code: KXD884

Book: EN LINEA Version 2.0

CREATING A QUIA ACCOUNT

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to <http://books.quia.com> and click **Students**, then click **Create a new account**.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

ENTERING THE BOOK KEY AND COURSE CODE

Enter the book key and course code to complete the enrollment process. You may need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the **Enter book key** field and click **Go**.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I need to purchase a book key

1. Go to <http://books.quia.com> and log in.
2. Click **Bookstore** at the top of the Student Workstation window.
3. Enter search criteria for the book and click **Search**.
4. Locate the book in the search results and click **Buy**.
5. Enter the course code, KXD884, and click **Next**.
6. Proceed through the purchase process.

I already have a book key

1. Go to <http://books.quia.com> and log in.
2. Enter the book key in the **Enter book key** field at the top of the Student Workstation window and click **Go**.
3. Click **Confirm** to confirm your registration information.
The system displays the Student Workstation and lists the book under the **My books** heading.
4. Beside the book listing, enter the course code, KXD884, in the **Enter course code** field and click **Go**.
5. If necessary, select a class (section) and click **Submit**.

USING QUIA

To access your Student Workstation in the future, go to <http://books.quia.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Support at <http://books.quia.com/support.html>