Welcome to Principles of Accounting! I am looking forward to working with you throughout this upcoming semester. This course is designed to give you the fundamental accounting principles and procedures necessary for journalizing, posting, preparation of financial statements and other selected topics. The course has been developed for online delivery to allow you to take the course without having to travel to campus. Although many elements of this online course are similar to what you might encounter in a face-to-face course, you as a student will need to take more responsibility for your own learning in this and other online courses, and you will need to set aside time each week to devote to the course. Online courses are not necessarily easier than face-to-face courses even though they can be more flexible with respect to when you spend the time learning the course material. I have attempted to provide all of the materials that you will need to be successful in the course. This course will begin on Monday, January 8, 2018 and continue through Friday, May 4, 2018. This course is scheduled as a 16-week semester course and will be very intensive in terms of course work. The last page of the syllabus will contain a weekly schedule for the course once the full course syllabus is available on the D2L website on January 8. There will also be more detailed information for each week in the “News” area on Desire2Learn (D2L). There will be weekly assignments as well as frequent exams throughout the course to motivate you to keep up with the material each week.

If you have taken an online course through USD before, you may have used the course management software D2L already. ACCT 210 will be delivered in D2L. If you have taken a course online before, you are familiar with the format of online courses as well as some of the skills required to be successful in an online learning environment. If you have not yet experienced an online course, I hope that this first experience will be a productive learning opportunity for you! You will need a computer with a fairly up-to-date browser. Most people use a recent edition of Google Chrome or Firefox. You will also need a fairly fast dial-up or broadband Internet connection in order to minimize frustration! There is additional information about logging into D2L in the ACCT 210 syllabus.

Each week during the course, there will be something due; the syllabus & timeline outline the course specifics. Many learning tools will be provided for you in D2L; it is up to you to use the learning materials that are most effective for you. I have provided PowerPoint slides and my lecture discussions over the slides for each chapter which are listed under course material in the week we will be covering the material. The Power Point slides include detailed descriptions of the concepts on the notes lines of the slides. The lecture discussions include my incorporation of examples and additional explanation on the concepts. I also highlight important areas that students should focus on in the chapters. Homework will be assigned for each chapter, and there will be opportunities to discuss the homework with me as well as with your fellow classmates. There will be the opportunity for online synchronous chats and office hours with me on a weekly basis through the online software “Collaborate”. The Collaborate software provides more of a “live” environment for office hours, working problems, and offering lectures for each of the chapters in the course. I also expect that you will use the Discussion Board feature in D2L to work together on homework assignments (not exams!!!) and furthering your
knowledge of the chapter material by asking questions, answering others’ questions, and bringing in outside content to relate to the course material.

Success in online learning requires that students maintain a regular weekly schedule of course work, and the course is designed around that philosophy. Online learning requires motivation, independence, and discipline. You must devote sufficient time to the course, and that time must be scheduled wisely. I would estimate that you should expect to spend at least 12-15 hours per week on this course completing the following: viewing the PowerPoint, lectures, Collaborate office hours and your notes, reading the text, completing homework, posting and reading discussion posts on discussion board, and discussing problems with your classmates in order to be successful. I would recommend spreading that time over several days throughout each week. It would be best if you could make time to spend working on the material in a quiet environment free from distractions. We will be covering 13 chapters in their entirety. You will definitely need to keep up with homework and practice the problems to be a success in this course! I would also encourage you to look over the file “Keys to Success in this Course” found in the “Content” area of D2L to assist you with additional information on how to succeed in this course.

You can always get in touch with me at my USD e-mail address (Erin.Cornelsen@usd.edu). I will do my best to reply to your e-mails within 24 hours during the week and 48 hours during the weekend. My USD telephone number is 605-658-6569, but I check e-mail much more frequently than voice mail!

Additional materials will be sent to you or announced as available on D2L or via e-mail. I do look forward to the interactions that will become a regular feature of this course beginning the week of January 8. While not the same as a traditional classroom environment, I am a firm believer that online learning has great potential. I look forward to embarking on this class adventure with you!

Here is a list of a few items that you need to take care of as soon as possible; i.e. before class begins on January 8.

Required:

2. MyAccountingLab (PearsonMyLab) access code is also required for the course. It is a web-based homework tool that allows you to complete your homework online while providing guidance when needed. Instructions for obtaining and using MyAccountingLab (PearsonMyLab) are included in the “Graded Homework” section of the syllabus.

3. A basic (4 function) calculator is also required for this course. Calculators such as graphing, scientific, financial, and those on cell phones, Ipods, Blackberrys, etc are not acceptable or substitutable for a basic calculator and will not be allowed to be used during the exams. Calculators such as TI84 or other graphical calculators are also not allowed for use during the exam.

Please order the textbook and homework software ASAP to ensure that you will have the materials in a timely manner in order to complete the necessary course assignments!
2 Setting up D2L and USD Email: Refer to your registration confirmation letter for steps in setting up USD email account and D2L if you have not done so already. For information about USD's technical, academic, and student support services, as well as how to take advantages of these services, please refer to the CDE Online Student Orientation at http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

If you require technical assistance with Desire2Learn, please submit a request online to the ITS Help Desk, or contact them at 605-677-5028 or 877-225-0027. The CDE Online Student Orientation can be found at the left side of the D2L course homepage.

After you have logged into D2L and the course is released for your use on Monday, January 8, you should see a course listed as ACCT210_U820T_2018SP Principles of Accounting I. Simply click on that link and you will be transferred to the home page for our course. If you have not used D2L before, there is a tutorial available on D2L’s login screen titled “I’m new to D2L.” It would be best to review this tutorial prior to January 8th if you have not taken a course through D2L before!

3. Items to Complete the First Week of Class:
   A. After you have accessed the Acct 210 course on D2L (https://d2l.sdbor.edu), you will need to complete your “User Profile” on the homepage of D2L. Additional instructions for completing the profile are found on the syllabus.

   B. You will also need to participate in the discussion titled “Class Introductions” under the Discussion tab of D2L.

   C. Watch the course introduction and MyAccountingLab lectures found on the D2L website in which I discuss the syllabus and course requirements.

   D. Set up proctor for ALL course examinations. Please see the syllabus for required proctor information and the course schedule for examination dates.

Welcome and I look forward to our semester together!

Contact Information: Erin.Cornelsen@usd.edu I will do my best to return your e-mail within 24 hours during the week and 48 hours during the weekend.