Welcome!
Welcome to ENTR 311: Finance and Accounting for Entrepreneurs. I will be your instructor this semester. I enjoy baking, learning from my kids, teaching accounting, and look forward to a great semester.

My primary goal in this course is to help you become fluent in “financial-ese.” Money talks, and you won’t be able to influence the financial decision-makers in your organizations unless you can speak their language. The first part of the course will focus on helping you learn the jargon and become familiar with the foundations of finance and accounting. Then, in the second part of the course, we will focus more on applying these concepts to corporate decision making and to budgeting, in particular.

Textbook & Materials

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook document in the Getting Started widget on the course homepage.

IMPORTANT: This course will be utilizing the Respondus LockDown Browser this semester. You will be required to use this software when taking the exam. Please see the syllabus for details.

You will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam.

Additionally, live lectures/office hours will be facilitated via a web-conferencing system called Collaborate Ultra. To fully engage in these lectures, it is recommended that you either purchase a USB multimedia headset—earphones with a microphone—or call into the session, so that you can ask questions instead of typing them. Headsets can be purchased online, or from a retail store, for around $15-$30, depending on the brand and model (Logitech is recommended).

General Course Schedule
In general, a typical week in this course will be sequenced as follows:
**General Course Requirements and Expectations**

The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. This is a three credit-hour course, so students should expect to invest around nine hours per week in the course.

Because this is an online course, we will not meet face to face, so this engagement will be facilitated via the following activities, all of which will be due by the end of the week: posting in the weekly discussions; watching the lecture (live or via recording); completing assessments; completing weekly quizzes; other assessments at the instructor’s discretion.

**IMPORTANT:** This will not be a self-paced or correspondence-like course. You will be required to complete—and assessed on—weekly activities. Failure to do so may result in a reduced grade in the course, or being dropped from the course.

In terms of other assessments, there will be three exams, which must be taken using Respondus Lockdown Browser and will be timed. **NOTE:** while taking exams, you are not allowed to use any materials.

**Getting Started**

First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, [http://my.usd.edu](http://my.usd.edu), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed in under “My Courses.” **Note:** you will not be able to access the course until the official start date.

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.
Once in the course, you should do the following:

1. Read through the items in the **Getting Started** section on the top, left-hand side of the course homepage, specifically the **Syllabus**.

2. Orient yourself to the other important areas (widgets) of the homepage:
   - **News**: where the weekly roadmap will be posted
     note: this is also available under **Course Schedule** in the **Getting Started** widget
   - **Need Help?**: if you are ever lost, refer to this widget

3. Familiarize yourself with the various tools that will be used throughout the semester:
   - **Content**: where all course materials reside
   - **Assessments**: where you will access your **Grades, Quizzes** (and exams), and the **Homework** (to submit homework problems)
   - **Communications**: where you will access the weekly **Discussions**
   - **Resources**: where you will find the **Classlist** (which you can use to contact me), the **FAQ** (frequently asked questions about the course), etc.
   - **Course Mail**: this is located at the very top, right-hand side of the course, and will be used for all official correspondence in the course; when you have unread Course Mail, a red badge will appear on the email icon: 📧

4. **Post your introduction in the first week’s discussion topic under** **Communications → Discuss**.

   ![important]
   IMPORTANT: You must complete the last task (#4) by the end of the first week of the course, or you risk being dropped from the course. If you are having problems doing so, please IMMEDIATELY contact me.

**Contacting Me**

My contact information is listed at the top of this document. The best way to contact me is via my USD email: Melissa.B.Christianson@usd.edu. I will do my utmost to respond to your requests within twenty-four (24) hours during the weekdays, or forty-eight (48) hours on the weekends and holidays.