

University of South Dakota
Beacom School of Business

To: Students Registering for ACCT 520: Foundations of Accounting
Fall 2009

From: Angela L. Olson, M.P.A, CPA
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Subject: Welcome to ACCT 520

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Welcome to Foundations of Accounting! I am looking forward to working with you throughout this upcoming Fall semester. This course is designed to give you the pre-requisite accounting knowledge to help you be successful in the MBA program at USD. 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 August 31st, 2009 and continue through Monday of finals week, December 14th. It is a full semester course. The last page of the syllabus will contain a weekly schedule for the course, and more detailed information for each week is available in the timeline posted to 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 520 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 Microsoft Explorer or Netscape. You will also need a fairly fast dial-up or broad band Internet connection in order to minimize frustration! There is additional information about logging into D2L in the ACCT 520 syllabus.

Each week during the semester, 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 detailed notes and PowerPoint for each chapter and they will be listed under course material in the week we will be covering the material. These notes are similar to what I would say in class if I were presenting the material to you face-to-face. 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 "Elluminate". Elluminate software provides more of a "live" environment for office hours, working problems, and offering mini lectures. I also hope that you will use the Discussion Board feature in D2L to work together on homework assignments (not exams!!!). 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: viewing the PowerPoint and notes, reading the text, completing homework, 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. I will caution you that this one graduate course is the combination of two undergraduate courses: Principles of Accounting I and Principles of Accounting II. Generally, the homework assignments are equivalent, thus meaning the pace will be twice as fast. We will be covering 23 chapters either in their entirety or sections of the chapter. **You will definitely need to keep up with homework and practice the problems to be a success in this course!**

You can always get in touch with me at my USD e-mail address (Angie.Olson@usd.edu). I will do my best to reply to your e-mails in 24 hours during the week and 48 hours during the weekend. My USD telephone number is 605-677-5499, 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 August 31st. 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 might want to take care of as soon as possible, preferably before class begins on August 31st.

1. **Text and Homework Software** - Obtain the text, *Financial and Managerial Accounting* (2E with My Accounting Lab) by Horngren, Harrison, and Oliver. The publisher is Prentice Hall, and the ISBN is **0135080193** for the hard cover book and My Accounting Lab. The ISBN number for the student value edition (unbound and 3 hole punched) is **0135082307**. Both of these options are available through the USD book store. All graded assignments as well as some practice assignments will be done through My Accounting Lab. You may purchase the text with My Accounting Lab in one of the following ways: 1) purchase a hard copy or unbound copy of the book from Barnes and Noble at USD, you may contact them at bn@usd.edu or 605-677-6291, or 2) purchase an E-book directly from the publisher at <http://www.coursesmart.com/0136063780/?a=1773944>. **Please order the textbook and homework software ASAP!**

Once you receive your MyAccountingLab registration code, directions on how to create a MyAccountingLab account are detailed on the syllabus.

2. **USD E-mail Account** - You need a USD e-mail account and password to access this course, and you need to check your USD e-mail daily throughout the course as I will send course information to your USD account. If you do not have a USD e-mail account, please follow these instructions to obtain one. ***24 hours after your*** course registration is entered into the student system at USD you are eligible for a U. username and password. Whether your username and password are 'new' or 'existing,' you can obtain your account information online. Your U. email account is the official means of communication with USD. **You need your U. username and password to gain access to:** USD Email, D2L, Online Library Resources, Network File Space, and Personal Web Space. **For your account information go to:** www.usd.edu/accounts/pickup. For assistance, contact **Information Technology Services** at (605) 677-5028 or helpdesk@usd.edu. The USD Information Technology Services Help Desk is also available to assist you with any problems that you have in accessing D2L.

3. **D2L** – Once you have registered for Fall 2009, please go to <http://boris.sdbor.edu/idm>, and create your new password for D2L. After you have created your new password, you can login to D2L at <https://d21.sdbor.edu> using the new password. Detailed information about creating a password and accessing D2L follows.

If you have not already done so, please go to <https://d2l.sdbor.edu>, and click the "new password" link to create your new password for D2L. Enter your D2L username, which is the same as your Web Advisor ID, and your university e-mail address. Since your Web Advisor and D2L IDs are the same, we encourage you to utilize the same password for D2L as you use for Web Advisor. After you have created your new password, you can login to D2L at <https://d2l.sdbor.edu> using the new password.

After you have logged into D2L and the course is released for your use on Monday, August 31, you should see a course listed as ACCT520_U820T_2009FA Foundations of Accounting. 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 August 31st if you have not taken a course through D2L before!**

Welcome and I look forward to our semester together!