May 2014

Dear Hybrid Accounting I Student,

Welcome to the hybrid section of BUS 201 Principles of Accounting I at College of the Canyons. My name is Bob Maxwell and I am your instructor for this course. This orientation letter will provide you with an overview of the course to help you determine if it is appropriate for your educational goals. Specific details of the materials covered and the grading in the course will be discussed at the mandatory orientation meeting which will be held at 6:30 p.m. on Thursday, August 28th in Hasley Hall room 235 on the Valencia Campus. If you have additional questions after reading this letter, please send me an e-mail at robert.maxwell@canyons.edu. I will respond as soon as possible.

**Can I Complete All of the Course Requirements From My Own Home?**
The short answer is no. This course is a hybrid course. What that means is that you will read the course material, complete the course homework, participate in discussion boards and take course quizzes from your home or wherever your internet connection is located. But you will be required to attend five class meetings (a sixth meeting is optional – more on this at the orientation meeting) and to take four proctored exams on the Valencia Campus located at 26455 Rockwell Canyon Road in Valencia.

The dates and location of the six meetings are listed below:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Time</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Meeting</td>
<td>Thursday, August 28th</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
<tr>
<td>Exam #1</td>
<td>Thursday, October 2nd</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
<tr>
<td>Exam #2</td>
<td>Thursday, October 23rd</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
<tr>
<td>Exam #3</td>
<td>Thursday, November 13th</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
<tr>
<td>Exam #4</td>
<td>Thursday, December 4th</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
<tr>
<td>Optional Final Exam</td>
<td>Thursday, December 11th</td>
<td>6:30pm- 9:35pm</td>
<td>Hasley 235</td>
</tr>
</tbody>
</table>

**Do I Need a Parking Pass When I Attend On-Campus Meetings?**
Yes, you will need a parking permit to avoid a parking ticket. Temporary parking permits may be purchased from the permit vending machines. Please check with Campus Security (661-362-3229) about where and how to obtain a parking pass.

**How Do I Get Started in the Course?**
Enroll in the course as you would for any other College of the Canyons course, and then attend the mandatory orientation meeting on Thursday, August 28th. Instructions for logging into the course and the required course codes will be distributed at the meeting. If you have not yet registered for the course and think you would like to add, please attend the meeting. I will add you to the course if space permits. If you are registered, but do not attend the orientation meeting, you will be dropped from the class.
Required Materials and Technology

*Required Textbook:* The textbook we will be using is *Principles of Accounting, 12th Edition* by Needles, Powers and Crosson. You will also need to have an access code for CengageNOW, which will be used for the online homework and will be good for two semesters. Both the textbook and the CengageNOW access code will also be used for the BUS 202 Principles of Accounting II class. You have several options on how to obtain the textbook and CengageNOW access code:

1. Purchase a custom package at the COC Bookstore which bundles a custom loose-leaf version of the textbook with the required CengageNOW access code. The ISBN for this bundle is 9781285889245. Since this packet includes the printed textbook in a loose-leaf format, it may be substantially cheaper than purchasing a hardback copy of the textbook. We have negotiated a special price with the publisher, so this option may also be the cheapest way to obtain the required CengageNOW access code. You may contact the COC bookstore at (661-362-3255) or at the [COC Bookstore website](http://www.coc.edu/bookstore).

2. If you are comfortable using an e-book on your computer, you may purchase a combined CengageNOW/e-book bundle directly from Cengage. This option limits you to using your computer or printing out textbook pages at home since you will not get a hard copy of the textbook. You may find more information about this option at [www.cengagebrain.com](http://www.cengagebrain.com). The bundle is called “CengageNOW, Cengage Learning eBook 2-Semester Instant Access Code for Needles/Powers/Crosson’s Principles of Accounting, 12th Edition” and the e-book package ISBN is 978-1133942801. Before you select this option, check the COC Bookstore package price – it may be cheaper (as well as include the printed loose-leaf version of the textbook).

3. If you purchase a used textbook or a new textbook from a vendor other than the COC Bookstore, remember that you will also need to purchase an access code for CengageNOW. Please be aware that the CengageNOW access code may only be purchased directly from Cengage in the e-book bundle described in #2 above and will be expensive if purchased separately (more than $140). Shop carefully - the overall materials costs may be lower if you purchase the CengageNOW code as part of a textbook package. The ISBN for the textbook only is 978-1133626985. The ISBN for the CengageNOW access code/ebook bundle is 978-1133942801 and you may get more information at [www.cengagebrain.com](http://www.cengagebrain.com).

*Course Management System:* We will be using the COC Blackboard site as the course management system for this class. You will also be using CengageNOW for the online homework system. If you purchase the textbook package from the COC bookstore, the CengageNOW access code should be included in the package. Information about registering in Blackboard and obtaining the homework access code for CengageNOW will be discussed at the orientation meeting.

Since this is an online course, you MUST have available to you a computer with reliable internet access and a valid e-mail address that you check regularly, preferably daily.
Am I Ready for Online Coursework?
The homework and weekly quizzes for this course will be completed using Blackboard, an online course management system. Although not a requirement, it will be very helpful if you are familiar with using internet browser software (such as Netscape, Internet Explorer, Firefox, etc.), with sending and receiving e-mail, and with participating in online discussion boards. If you are unsure of your skill level and whether or not you are ready to take a class online, you should consider enrolling in COUNS 070 Becoming a Successful Distance Learning Student.

If You Think This Class Will Be Easy…
If this is the first time you have taken an online course, I’d like to point out some of the differences between the online environment and the traditional classroom. The most important point to be made is that learning in the online world requires good time management skills and a consistently high level of self-motivation. Although I make every effort to keep you apprised of deadlines, I will not be visible to you and may not be reminding you to complete your assignments and quizzes. It is possible that you may forget about the work required for success in this course. Or that you may wait until the last minute to complete required assignments. We will be covering about one chapter per week and you will have online homework and an online quiz to complete for each chapter. Accounting is a complex subject which many people find challenging to master. It is not a subject to try to master in the last two hours before the Sunday night assignment deadline. Remember that students in a traditional BUS201 class will spend 5 hours per week in class discussing subject material and reviewing homework. They are expected to spend up to 10 hours per week outside of class reading the textbook and preparing homework, for a total of 15 hours per week. You may find that you will need to spend more than 15 hours per week depending upon how quickly you can read and understand the course material. If this sounds like more than you can manage without external prompting, perhaps a more traditional class is for you.

If you have specific questions about this course, please contact me by phone at (661) 362-5926 or e-mail at robert.maxwell@canyons.edu. If you have general questions about distance learning programs at College of the Canyons, you may contact COC Distance Learning at (661) 362-3600 or visit the COC Distance Learning Web Site.

Sincerely,

Bob Maxwell, CPA
Professor, Business and Accounting
College of the Canyons