December 2014

Dear Hybrid Accounting II Student,

Welcome to the hybrid section of BUS 202 Principles of Accounting II 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 on Thursday, February 12th at 6:30 pm 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.

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

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Meeting</td>
<td>Thursday, February 12th</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
</tr>
<tr>
<td>Exam #1</td>
<td>Thursday, March 12th</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
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<tr>
<td>Exam #2</td>
<td>Thursday, April 2nd</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
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<tr>
<td>Exam #3</td>
<td>Thursday, April 30th</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
</tr>
<tr>
<td>Exam #4</td>
<td>Thursday, May 28th</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
</tr>
<tr>
<td><strong>Optional Final Exam</strong></td>
<td>Thursday, June 4th</td>
<td>6:30pm-9:35pm</td>
<td>HSLH-235</td>
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</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, February 12th**. 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

Please note that we will be using the same 12th edition of the textbook that was used for BUS 201 in Fall 2014. If you took BUS 201 during the Fall 2014 semester, you should already have the correct edition. If you used CengageNOW in BUS 201 during the Fall 2014 semester, you should be able to use the same CengageNOW access code for Spring 2015 without having to purchase a new access code. Please check the textbook information below carefully.

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. The older 11th edition of the textbook will NOT work since there have been significant changes between editions. You have several options on how to obtain the 12th edition 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 9781305134980. Since this packet includes the printed textbook in a loose-leaf format and the required access code, it may be substantially cheaper than purchasing a hardback copy of the textbook from sources other than the COC bookstore. You may contact the COC bookstore at (661-362-3255) or at the COC Bookstore website.

2. 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 and will be expensive if purchased separately (perhaps more than $140). Shop carefully - the overall materials costs may be lower if you purchase the CengageNOW code as part of a textbook package from the COC bookstore. The ISBN for the textbook-only is 978-1133626985. The ISBN for the CengageNOW Instant Access for Needles/Powers Principles of Financial Accounting, 12th edition is 978-1133942801 and you may get more information at 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 Chrome, 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 BUS202 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 found BUS201
Principles of Accounting a difficult class to master, then perhaps you should consider a
more structured, traditional class as well.

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](mailto:robert.maxwell@canyons.edu).

Sincerely,

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