May 30, 2006

Dear Student,

First, I would like to say welcome to Microcomputer Accounting (ACC200). This letter serves as an introduction to ACC200. You have registered for a self-paced class and therefore will not have a regular scheduled meeting day. The class is set up so that you can do your work at home, or on any campus. Microcomputer Accounting I, covers Excel and Access. Microcomputers Accounting II, covers QuickBooks and can be taken in combination with ACC200.

Communication is very important, so I have set up several methods of communication in this class. You may use whatever method works best for you. You will notice on the syllabus I have an e-mail address, voicemail number and Campus mailbox. I will be available at the East Campus on scheduled meeting days for a brief orientation. See syllabus or web site for dates and times. For further assistance please contact me by email. See email requirements on syllabus.

Class assignments can be completed at your own pace. The deadline for all assignments is the end of the semester. I highly recommend that you complete and turn in the chapter assignments before suggested due dates, so that I can grade them and returned for corrections if possible. Assignments turned in before the suggested due date will be your only opportunity to correct assignments for full credit. If you have any additional questions, see the web site http://ecc.pima.edu/~tlaporte/acc.html, come to one of the meeting dates, or email me at tess.laporte@pima.edu.

Some final notes on your ACC200 class. Assignments may be turned in by e-mail, CD, floppy, or hard copy. If you e-mail your assignment, you do not need to turn in a disk or hard copy. If you would like to turn in a hard copy, you will need to print out your formulas. I highly recommended that you use a floppy disk case if you are turning in your assignments on a 3.5 floppy. Please feel free to contact me if you have any questions or just to say hello.

Sincerely,

Tess LaPorte