May 30, 2006

Dear Student,

First, I would like to say welcome to Microcomputer Accounting II (ACC210). This letter serves as an introduction to ACC210. 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, on any computer. Microcomputer Accounting II, covers QuickBooks only and may be taken 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 and information. See syllabus for dates and times. For further assistance you may contact me by email. See email requirements on syllabus.

If completing your assignments at home you will need a copy of QuickBooks. You can order a trial version from QuickBooks Web site http://quickbooks.intuit.com/. Additional information will be covered at orientation. You may want to purchase the textbook edition that matches the QuickBooks version you are using. It is not mandatory, but if you use a different version of software then the book, you will need to be aware that some figures may not match the book. QuickBooks is also available in the East Campus Computer lab; however, lab assistance may not be familiar with QuickBooks and will not be able to help you.

Class assignments can be completed at your own pace. The deadline for all assignments is the end of the semester. If you have any additional questions, I would recommend that you attend orientation, visit the web site http://ecc.pima.edu/~tlaporte/acc.html or e-mail me at tlaporte@pima.edu. See email requirements on syllabus.

Sincerely,

Tess LaPorte