

ACCT 1834 Computerized Accounting I

Memo From: Shane Van Engen, Instructor
Spring Semester 2017

Welcome to **ACCT 1834 - Computerized Accounting I** – it will be my privilege to coordinate your learning activities for this course as your instructor.

Let's cover a few start-up details so your online learning through South Central Online is a rewarding experience. The course begins on January 9, 2017, and it is necessary that you begin participating at that time.

Here are some things I want you to know before we meet online.

Textbook information:

Each student will need a total of three textbooks. Notice these are for the Windows 8 edition of the Microsoft software. The textbooks are incompatible with Mac operating systems, so if you have a Macintosh computer, you must do your homework from campus.

TITLE: *Benchmark Series: Microsoft Excel 2016 Levels 1 & 2, - w/Ebook - textbooks compatible with Windows 10 edition of the Microsoft software*

Author: Rutkosky, Seguin, Rutkosky, Roggenkamp

Publisher: Paradigm Publishing, Inc, 2017

ISBN: 978-0-76386-988-5

TITLE: *Computerized Accounting - w/QuickBooks 2015 w/140 Day Trial Software*

Author: Kathleen Villani

Publisher: Paradigm Publishing, Inc, 2017

ISBN: 9780763865177

TITLE: *Benchmark Series: Microsoft Access 2016 Level I, - w/Ebook - textbooks compatible with Windows 10 edition of the Microsoft software*

Author: Rutkosky, Seguin, Rutkosky, Roggenkamp

Publisher: Paradigm Publishing, Inc, 2017

ISBN: 9780763869960

Source: <http://www.southcentralbookstore.com>

Other Supplies Required:

You must have access to the following software: Microsoft Excel 2016, Microsoft Access 2016 (both applications are part of the Microsoft Business Suite). The computers in the library and labs have these versions. You can also download a free version of the software while you are a student at SCC by following the directions on the document labeled "Microsoft Software Available for Students" in the content area of D2L in the online courses. A trial version of QuickBooks comes with the QuickBooks text. That trial version has a limitation on the days of use, so please do not buy a used textbook.

Instructor contact information:

Throughout the semester, contact me privately using D2L Brightspace's mail feature that will send an e-mail to my South Central College e-mail account (Shane.VanEngen@southcentral.edu). Use this same e-mail address if you need to contact me before the start of the semester. I will try to answer all course e-mail quickly. However, I urge you not to save questions until Friday nights.

You need access to a computer to participate in this course. Your computer will need:

- access to a computer with an Internet connection
- current, supported web browser... Newest version of Firefox or Microsoft Internet Explorer 11.0
- check <http://online.southcentral.edu/students/skillsrequirements.html> for complete technology specs

Course access:

You will have Internet access to the course content through D2L Brightspace. Set your URL to <https://southcentral.ims.mnscu.edu> to Login and you'll reach the course information. Courses will be available January 9, 2017.

Your D2L Brightspace login information is based on your **MnSCU StarID**. To activate your StarID account visit <https://starid.mnscu.edu/>.

To access more information about South Central Online, go to <http://online.southcentral.edu/students>.

Again, WELCOME. I'll see you on the Web!