Accounting Principles I - Online
Assignments
Week 1 - Introduction

Each week, your first task will be to locate your assignments by clicking on the appropriate listing in the "Assignments" section of the course homepage (i.e., Week 1-Introduction; Week 2-Chapter 1; etc.). Each assignment will give you directions for that week's required activities. It is suggested that you print your weekly assignment. To print this page, click on the "Print" icon on the tool bar of your web browser or click on "File" and "Print" from the menu at the top of your screen.

This week we will be exploring each of the web tools you will be using throughout the semester to complete your assignments and look at ways in which you can communicate with your instructor and your peers. The assignments for this week will give you an opportunity to try some of the tools so you feel comfortable with the technology before you begin learning the course material. There will be no grades attached to this week's assignments but everyone is required to complete them ALL. Do NOT begin these assignments before Monday, January 22, 2001 (the beginning date of this course). The due date for these assignments is on or before Saturday, January 27, 2001 at midnight. So let's begin!

ASSIGNMENTS

1. Click on "Course Documents" on the left, and then click on "Week 1- Introduction." Click on and read the "Week 1 - Objectives." Then click on "Course Documents" and "Week 1- Introduction" again, then select "Elements of the Course Homesite." Print out the page and view each section described as you read the additional information provided. (Please complete this assignment before moving on to Assignment 2.)

2. Click on "Student Tools" on the left, and then click on "Change Your Information." Fill in as much of the information as you would like in the "Personal Information" section and submit by click on "Update User Information." (Do not change any "Account Information" without sending an email to your instructor explaining your changes.) Note: The information you provide in this section can only be viewed by you and your instructor.

3. Click on "Student Tools" on the left, and then click on "Change Your Information." Scroll down to the "Change Password" section and if you would like to (this is not required) change your password from the one given to you already to a password you would like to use instead. When you are done, click on "Update Password." (Note: Passwords are case sensitive so it is best just to use all lower case letters. Also, you will be the only one who knows your new password. If you lose your new password or you forget your new password, your instructor will NOT be able to help you access the course homesite in the future.)

4. Click on "Student Tools" on the left, and then click on "Edit Your Homepage." Fill in as much information as you would like to be visible to other students who access your homepage. When you are done, click on "Update Homepage."

5. Click on "Communication" on the left, and then click on "Student Pages." View your homepage and those of other students who have completed assignment 4 above.

6. Click on "Communication" on the left, and then click on "Discussion Board." Locate and click on the "Who Am I" discussion. Contribute to this discussion by telling everyone who you are and something about yourself. I have already contributed to this discussion. To read my contribution, click on "I'll Go First." (Please note that the discussion called "CAFE" is for you to use to talk with your peers about any topic, and the discussion called "GENERAL QUESTIONS" is for you to use to ask your instructor any course related questions that other students may benefit from.)

7. Click on "Course Information" on the left, and then click on "Course Syllabus." Read through the syllabus and be sure that you understand all of the elements it contains. Then click on "Course Information" again, and then on "Frequently Asked Course Questions." Read through each of the questions and answers.

8. Click on "Communication" on the left, and then click on "Send E-Mail." Click on "Send Email to All Instructors," and send me a message that tells me you have a clear understanding of the information contained in the syllabus (assignment #7). This would also be a good time to ask any questions that you have that have not yet been answered. (Note: Using this email tool is a way to communicate with me or ask questions. You cannot use this tool to send any attachment files.)

9. Using any word processing or spreadsheet program (i.e., Microsoft Word, Works or Excel), create a file that contains the following quote: "Betty Botter bought a bit of butter, put it in her batter. But she said, 'This butter's bitter.' So she bought a bit of better butter, put it in her bitter batter and made her bitter batter better." Include your name somewhere in the document and save the file to your hard drive using any filename that you like.

10. Click on "Student Tools" and then on "Student Drop Box." Under "Add File to Drop Box" click on the "Browse" button. Find the file that you created in Assignment 9 above and double click on it to enter it into the "File to Upload" field. Type your name into the "Name of Link to File" field and click send file to instructor. By doing this assignment you have now learned how to submit an assignment file to your instructor. As soon as I receive your file, I will make a notation on it and return it to you using the Drop Box method. To retrieve the file that I will send back, click on "Student Tools," "Student Drop Box" and the name of the file I have returned to you. If you have any problems sending or receiving this file using this method, please let me know.

11. Using your personal email program (not contained on this course homesite) send me an email message (franco.online@pvmail.maricopa.edu). Attach the file created in Assignment 9 above to the email before you send it to me. By doing this assignment you have now proven that you can send an email with an attachment (the second

method you can use for submitting your assignments). As soon as I receive your file, I will make a notation on it and return it to you as an attachment using my personal email program. If you have any problems sending or receiving this file using this method, please let me know.

12. Click on "Course Information" and then on "Surveys." Then click on "Take Survey." Your final assignment this week is to complete and submit this survey.

PVCC - Accounting Principles I - Online - Week One
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Questions and Comments to Jeanne Franco at franco.online@pvmail.maricopa.edu
http:/ / wk1assign.htm

Accounting Principles I - Online
Additional Information
Week 1 - Introduction
Elements of the Course Homesite

It is suggested that you print out this page and read it as you are viewing the course homepage.

This week I will be walking you through a brief description of each of the left-hand links contained on the course homepage and the Blackboard tools that we will be using in this course. Please read through this discussion fully and refer to it often to help you complete your assignments. (A more in-depth explanation of all of the Blackboard areas and tools can be accessed by clicking on "Student Tools" and then "Student Manual.")

Announcements:

Upon entering the course homesite you will automatically be at the Announcements page. Each week I will use this page to inform you of any important, general information items that you will need to know. Please be sure to read this section each week. By clicking the appropriate radio button at the bottom of the Announcements page, you can view previous week's announcements as well.

Course Information:

This area will contain links to general course information web pages (like your syllabus) that you may want to refer to throughout the semester. Please check this section often for links that may be added for your convenience. This section may also contain the multiple choice questions to be answered online for exams. Your instructor will direct you to this section when appropriate for exams.

Staff Information:

This area contains a link to your instructor's information (including a picture).

Course Documents:

Each week, it will be your job to read the appropriate chapter in your text and visit the "Course Documents" section to access any additional information provided. Because you will not be attending a regular, onground class, this section will give you the kind of additional information and examples that you normally would be getting in class. Once you have completed all the reading, you will be ready to complete the required assignments for that week as listed under "Assignments". The "Course Documents" section will also contain the objectives for each week and any additional information that you may need to complete your assignments.

Assignments:

Each week, you will be required to complete a set of assignments. This section will contain a link to each week's assignment page. At the beginning of each week, the first

place you should visit is the appropriate week's assignment. Assignments will be posted on the Friday before each new week begins on Monday.

Communication:

There are five tools available in this section as follows:

- Send Email - This tool will allow you to send a pre-addressed email to your instructor or any of your peers. Please note that you CANNOT attach a file to your email when using this tool. This tool is best used for asking your instructor a question or corresponding with your peers (it should not be used to submit your assignments.)
- Student Roster - This tool shows you a list of all students currently enrolled in your class.
- Student Pages - This tool allows you to see the personal information pages that have been created by yourself and your peers. To create your personal page, see "Edit Your Homepage" under "Student Tools" below.
- Discussion Board - This tool will allow you to access a discussion area. In this area you will be able to read postings and post your contributions to the CAFE (a student area), ask your instructor a question and view the response in the GENERAL QUESTION area, or complete your discussion assignment requirements for various chapters during the semester. Visit the Discussion Board area often to view new posting and to make your contributions. To view and contribute in a particular discussion area, just click on the title of the area desired.
- Virtual Chat - This tool allows you to participate in a pre-arranged real time chat session with your instructor and other students. Chat sessions will be announced by your instructor one week in advance and will be used mainly as question and answer sessions the week before an exam. All chat sessions will be optional (students do not have to attend). To be able to access the chat tool, you must have a Java enabled browser. If you would like to test your browser to see if you have this capability, click on "Virtual Chat" in the "Communication" area, then click on "Enter Virtual Classroom." If you have the capability to use this tool, it will automatically load for you (it takes a few minutes to load, so be patient). If you do not have a Java enabled browser, you will at least be able to view the discussion that took place (after it is over) by clicking on "View Archives."

External Links:

This area will contain links to websites that will be helpful to you in completing your assignments. Your instructor will make them available to you as the need arises.

Student Tools:

There are six tools available to you in this section as follows:

- Student Drop Box - This tool will allow you to send an assignment file to your instructor's inbox. Think of it as a box on your instructor's office door. This tool will also allow you to receive a graded assignment file from your instructor for you to review. (See Assignment Submissions below to read a complete explanation of your assignment submission options.)
- Change Your Information - This tool will allow you to change your Account Information, Personal Information, Password, or User Preferences. Information

from this section can only be viewed by yourself and your instructor (except your password, which can not be viewed by anyone). **(Please do not change your name or email address under "Account Information" without sending an email to your instructor advising that a change has been made.)**

- Edit Your Homepage - This tool allows you to create or update your personal homepage that can be viewed by all course participants. (To view the personal homepages of all students, see "Student Pages" above.)
- Student Manual - This tool allows you to access a user manual that explains the tools on the course homesite in detail. If you run into any problems that you can not solve regarding the blackboard tools, access this section first. If you still can't solve your particular problem, please contact your instructor.

Assignment Submissions:

Each week, there will be assignments that each student will be required to submit to the instructor for a grade. There are four ways for students to submit assignments.

1. Email - Answers to an assignment can be created with a word processing or spreadsheet program. Once complete, an email from the student's personal email account (NOT the email tool found in the "Communication" section of the course homepage) can be addressed to the instructor (franco.online@pvmail.maricopa.edu), and the word processing or spreadsheet file can be attached to the email before sending. If you send your assignments to your instructor via email, your instructor will return your graded work to you using the same method. (This is one of the most preferred methods for assignment submission.)

2. Student Drop Box - Answers to an assignment can be created with a word processing or spreadsheet program. Once complete, you can use the "Student Drop Box" located in the "Student Tools" section of your course homepage. If you send your assignments to your instructor using the Student Drop Box, your instructor will return your graded work to you using the same method. (This is one of the most preferred methods for assignment submission.)

3. Fax - Answers to an assignment can be completed by hand or printed out using a word processing or spreadsheet program. Once complete, the student can submit the assignment via Fax. Be sure to identify your work and include a return fax number for your instructor to use when returning graded assignments. The instructor's Fax number is (602)787-6725. (If you use this method for submitting your assignments, please expect that it probably will take a few days to get a response from your instructor. The Fax number above is located on the PVCC campus and your instructor does not go to the campus every day of the week.)

4. Hand Delivery- Answers to assignments can be completed by hand and or printed out using a word processing or spreadsheet program and dropped off at the instructor's office (J102) on the PVCC campus. Be sure to identify your work. (If you want to deliver work at a time when the J-Building is closed, there is also an "In Box" in the entry way to the Microcomputer Commons (E-Building) with your instructor's name on it (Jeanne Franco). Please let your instructor know by email that you have used the E-Building In Box.)

Please note that all assignments must be submitted by the designated due date and time to receive credit.

PVCC - Accounting Principles I - Online - Week One Information
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Questions and Comments to Jeanne Franco at .franco.online@pvmail.maricopa.edu